<u>**Scheme of Examination for Recruitment to the Post of**</u>

Section Officer (Direct Recruitment)

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**.

Scheme of the Examination:

Type	Written Test	Time Duration	Maximum Marks
Paper-1	Objective Type	1:30 hours	80
Paper-2	Descriptive Type	2:30 hours	120
Total Marks			**200 Marks**

Components of Written Test:

Paper-1 (Objective Type) – Number of Questions 80, Maximum Marks 80, Time allowed: 1:30 hours)

Note: There shall be no negative marking for wrong answers.

Syllabus

<u>**Paper -1**</u>**:**

Questions will be designed to test the ability of the candidate's General Studies as under:

Sl. No.	Subject	Syllabus	No. of Questions
	General English	Comprehension, Grammar, Synonyms and Antonyms, Sentence Correction etc.	80
	General Science	General application and understanding of science including matters of everyday observation and experience	
	Current Affairs	Knowledge of significant national and international events	
	History	General understanding of the subject in its social, economic and political aspects	
	Geography	Physical, Social and Economic Geography of the country, including the main features of Indian agricultural and natural resources, etc.	
	Computer Knowledge	MS-Word, Excel, PPT, Tally, Email etc	
	Indian Polity & Economy	Country's political system and Constitution of India, Panchayati Raj, Social systems and economic developments in India, etc.	
	General Mental Ability & Empathy	Reasoning and analytical abilities, Situational analysis, empathy etc.	

Paper-2:

(Descriptive Type) – Domain Knowledge: **Rules & Regulations and Educational Administration**
(Maximum Marks: 120, Time allowed: 2:30 hours)

The questions will be designed to test the domain knowledge of the candidate in the following areas:

- Fundamental Rules (FRs) and Supplementary Rules (SRs)
- Definitions; General conditions of service; - Pay and addition to pay; Confirmation of appointment; - Dismissal, removal and suspension; -Foreign Service; Deputation, Lien; TA Rules; LTC Rules; Leave Rules; Medical Attendance Rule & CGHS
- CCS (Conduct) Rules, 1964; CCS (CCA) Rules 1965
- General Financial Rules (GFRs)- 2017, DFPR-1978; - General System of Financial Management; - Budget formulation - Role of DDOs; Income Tax - Procurement of Goods & Services; - Contract Management
- Common format of Accounts for Central Autonomous Bodies; Audit of Autonomous Bodies; C&AG etc
- Office Procedure; Parliamentary Procedures; Record Management; Public Administration
- RTI Act 2005; CCS (Pension) Rules; New Pension Scheme
- Educational Administration with Special reference to UGC Rules, CGPA /SGPA; National Policy on Education; Higher Education System in India; Regulatory Bodies in Higher Education and Educational Statistics, Basic concepts of Public Administration, Personnel Administration, Financial Administration including Organization, hierarchy, Unity of command, Span of control, Authority and Responsibility, Co-ordination, Centralization and Decentralization, Delegation, Supervision, Line and Staff, recruitment, training, promotion, pay scale and service conditions, Union-Management Relationship, budget, formulation and execution of budget.
- Leadership, Teamwork and Conflict Resolution/Management
- Any other matter of National Importance/Constitutional Laws/Case Laws etc.
- Computer competency in MS-Word, Excel, PowerPoint, Email, Tally, etc

Note:-
(i) **The Paper – 2 of the candidates shall be evaluated only if they obtain minimum prescribed * marks in Paper – 1.**
(ii) **Final merit list shall be drawn on the basis of marks obtained by candidates in Paper – 1 & Paper – 2.**

<u>**Scheme of Examination for Recruitment to the Post of**</u>
<u>**Junior System Administrator (IT) (Direct Recruitment)**</u>

The following shall be the Scheme of Examination, components of written test and its syllabus for recruitment to the post of **Junior System Administrator (IT)** by **Direct Recruitment**.

Scheme of the Examination:

Components	Written Test	Time Duration	Maximum Marks
Paper-1	Objective Type	2 hours	100
Paper-2	Descriptive Type	2 hours	100
Paper-3	Skill Test*	1 hour	-
Total Marks (100+100)			200

* **Qualifying in nature**.

<u>**Paper-1**</u> **(Objective Type) – Number of Questions 100, Maximum Marks100,**
Time allowed: 2 hours

Note: There shall be no negative marking for wrong answers.

Questions will be designed to test the ability of the candidate's General Studies as under:

SI. No.	Subject	Duration : 2 hours	
		No. of Questions	**Marks**
i.	General Awareness	30	30
ii.	Reasoning Ability	20	20
iii.	Mathematical Ability	20	20
iv.	English and/or Hindi	30	30

<u>**Detailed Syllabus**</u>

(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 observations as may be expected of an educated pers. The test will include questions relating to India and Its neighboring countries, especially pertaining to History, India Polity & Constitution, Art & Culture ,Geography, Economics, General Policy, Science & Scientific Research,, National/International Organizations/Institutions, events etc. and related to the post concerned.

(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 and/ 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-2 (Descriptive Type) – Maximum Marks 100, Time allowed: 2 hours

- ➢ Configuration, maintenance and administration of Active directory, DC, ADC, DNS, DNCP, WSUS, Group policies, shared, workstation/printers, Antivirus. Configure and install various network devices and services (e.g., routers, switches, firewalls, load balancers, VPN, QoS).
- ➢ Strong understanding and experience with Network protocols/services/ technologies like OSI, TCP/IP, UDP, BGP, OSPF, IP Sec, NAT and MPLS. Must have working knowledge of PHP, Java Script and MySQL, ERP.
- ➢ Procurement through GeM, e-tendering, e-procurement. Working knowledge of the general mobile landscape, architectures, trends, and emerging technologies
- ➢ Rules & Regulations (General Administration)
- ➢ Knowledge of other computer related works & procedures.

Paper 3 (Skill Test) –   Qualifying in nature (minimum 40% of maximum marks).
Maximum Marks 50, Time allowed: 1 hour

The skill test is aimed to check the practical knowledge and suitability of the candidate.

Note:-

(i) The Paper – 2 of the candidates shall be evaluated only if they obtain minimum prescribed marks* in Paper – 1.
(ii) Final merit list shall be drawn on the basis of marks obtained by candidates in Paper – 1 & Paper – 2.

Scheme of Examination for Recruitment to the Post of
Senior Assistant (Direct Recruitment)

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**.

Scheme of the Examination:

Components	Written Test	Time Duration	Maximum Marks
Paper-1	Objective Type	1:30 hours	80
Paper-2	Descriptive Type	2:30 hours	120
Total Marks (80+120)			200

Paper-1 (Objective Type) – Number of Questions 80, Maximum Marks 80,
Time allowed: 1:30 hours

Note: There shall be no negative marking for wrong answers.

Questions will be designed to test the ability of the candidate's General Studies as under:

Sl. No.	Subject	Duration : 1:30 hours	
		No. of Questions	**Marks**
i.	General Awareness	20	20
ii.	Reasoning Ability	20	20
iii.	Mathematical Ability	20	20
iv.	English and/or Hindi	20	20

Detailed 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 observations as may be expected of an educated pers. The test will include questions relating to India and Its neighboring countries, especially pertaining to History, India Polity & Constitution, Art & Culture ,Geography, Economics, General Policy, Science & Scientific Research,, National/International Organizations/Institutions, events etc. and related to the post concerned.

(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-2 (Descriptive Type) – Domain Knowledge: Rules & Regulations and Educational Administration (Maximum Marks: 120, Time allowed: 2:30 hours)

- ➢ Fundamental Rules (FRs) and Supplementary Rules (SRs)
- ➢ Definitions; General conditions of service; - Pay and addition to pay; Confirmation of appointment; - Dismissal, removal and suspension; - Foreign Service; Deputation, Lien; TA Rules; LTC Rules; Leave Rules; Medical Attendance Rule & CGHS
- ➢ CCS (Conduct) Rules, 1964; CCS (CCA) Rules 1965
- ➢ General Financial Rules (GFRs)- 2017, DFPR-1978; - General System of Financial Management; - Budget formulation - Role of DDOs; Income Tax - Procurement of Goods & Services; - Contract Management
- ➢ Common format of Accounts for Central Autonomous Bodies; Audit of Autonomous Bodies; C&AG etc
- ➢ Office Procedure; Parliamentary Procedures; Record Management; Public Administration
- ➢ RTI Act 2005; CCS (Pension) Rules; New Pension Scheme
- ➢ Educational Administration with Special reference to UGC Rules, CGPA /SGPA; National Policy on Education; Higher Education System in India; Regulatory Bodies in Higher Education and Educational Statistics, Basic concepts of Public Administration, Personnel Administration, Financial Administration including Organization, hierarchy, Unity of command, Span of control, Authority and Responsibility, Co-ordination, Centralization and Decentralization, Delegation, Supervision, Line and Staff, recruitment, training, promotion, pay scale and service conditions, Union-Management Relationship, budget, formulation and execution of budget.
- ➢ Leadership, Teamwork and Conflict Resolution/Management
- ➢ Any other matter of National Importance/Constitutional Laws/Case Laws etc.
- ➢ Computer competency in MS-Word, Excel, PowerPoint, Email, Tally, etc

Note:-

(i) The Paper – 2 of the candidates shall be evaluated only if they obtain minimum prescribed* marks in Paper – 1.
(ii) Final merit list shall be drawn on the basis of marks obtained by candidates in Paper – 1 & Paper – 2.

The following shall be the Scheme of Examination, components of written test and its syllabus for recruitment to the post of **Junior Assistant / Junior-Assistant-cum-Caretaker** by **Direct Recruitment**.

Scheme of the Examination:

Components	Written Test	Time Duration	Maximum Marks
Paper-1	Objective Type	2 hours	100
Paper-2	Descriptive Type	2 hours	100
Paper -3	Skill Test*	1 hour	-
Total Marks (100+100)			200

* **Qualifying in nature**.

Paper-1 (Objective Type) – Number of Questions 100, Maximum Marks 100,
Time allowed: 2 hours

Note: There shall be no negative marking for wrong answers.

Questions will be designed to test the ability of the candidate's General Studies as under:

Sl. No.	Subject	Duration : 2 hours	
		No. of Questions	**Marks**
i.	General Awareness	30	30
ii.	Reasoning Ability	20	20
iii.	Mathematical Ability	20	20
iv.	English and/or Hindi	30	30

Detailed 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 observations as may be expected of an educated pers. The test will include questions relating to India and Its neighboring countries, especially pertaining to History, India Polity & Constitution, Art & Culture ,Geography, Economics, General Policy, Science & Scientific Research,, National/International Organizations/Institutions, events etc. and related to the post concerned.

(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 and/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-2 (Descriptive Type) – Processes
(Maximum Marks: 100, Time allowed: 2 hours)

> ➢ Essay, Paragraph, precise writing.
> ➢ Comprehension
> ➢ Letter Writing
> ➢ Computer competency in MS Word, Excel, Power Point, E-mail, Tally etc, Computer fundamentals.

Paper-3 (Skill Test).　Qualifying in nature
(Maximum Marks: 50, Time allowed: 1 hour)

(i) **Typing**. Qualifying speed shall be at-least 35 word per minute in English or 30 words per minute in Hindi which will be tested on computer (PC): and

(ii) Computer Operations such as MS Office, Internet, Mail Merge etc.

Note:-
(i)　The Paper – 2 of the candidates shall be evaluated only if they obtain minimum prescribed* marks in Paper – 1.

(ii)　Final merit list shall be drawn on the basis of marks obtained by candidates in Paper – 1 & Paper – 2.

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*　Minimum Qualifying/ prescribed Marks in paper -1 shall be as under:-

The minimum qualifying/ prescribed marks in case of direct recruitment of various category of posts shall be as follows: -

Sl. No.	Category	Minimum Qualifying / prescribed Marks
1.	Unreserved	45%
2.	OBC	40%
3.	SC/ST/ PwD	35%

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