

**Scheme of Examination for Recruitment to the Post of
Assistant /Assistant-cum-Caretaker/Secretarial Assistant (Direct Recruitment)**

The following shall be the Scheme of Examination, components of written test and its syllabus for recruitment to the post of **Assistant /Assistant-cum-Caretaker/Secretarial Assistant** 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 hours	-
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) – Domain Knowledge & Processes: Rules & Regulations and Educational Administration
(Maximum Marks: 100, Time allowed: 2 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

Paper- 3 (Skill Test)-

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

(i) For Assistant

- Communication/ analytical/writing skills.
- Knowledge of Computer Typing in Hindi / English.
- Noting & Drafting.

(ii) For Secretarial Assistant

- Typing, computing skills and familiarity with office management softwares
- Familiarity with data entry and data management softwares

(iii) For Assistant cum Caretaker

- Basic electrical, plumbing, carpentry and housekeeping skills
- Reading description, instructions and operating manuals of equipments and products.
- Undertake operational checking of mechanical, electrical and electronic equipments installed in the Campus such as RO systems, water coolers, stop valves, air coolers, air conditioners, projectors, televisions, refrigerators, electrical boards, MCBs 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.