

डॉक्टर हरीसिंह गौर विश्वविद्यालय, सागर (म.प्र.)
DR. HARISINGH GOUR VISHWAVIDYALAYA, SAGAR (M.P.)
 (केन्द्रीय विश्वविद्यालय A Central University)

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) WRITTEN TEST:

Paper – I MCQ Type	Time : 2 hrs.*	Max. marks: 100 marks (100 questions)
Paper – II Descriptive Type	Time : 2 hrs.*	Max. marks: 100 marks
Skill Test Skills pertaining to subject matter of the concerned post would be assessed through a skill test to be conducted by the University. The skill test shall be conducted in a manner to check the practical knowledge of the candidate in the use of Computer system and Application Software.	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 and no additional credits for same shall be allocated.
TOTAL MARKS		200 MARKS

* 15 minutes extra per hour would be given to Visually Handicapped and Cerebral Palsy candidates.

Test Components:

Paper – I MCQ Type	Test Components	Duration 2 hrs.	
		No. of Questions	Marks
(a)	General Awareness	20	20
(b)	Reasoning & Mathematical ability	40	40
(c)	Test of English Language	20	20
(d)	Test of Hindi Language	20	20
	TOTAL	100	100

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Paper – II	Test Components	Duration 2 hrs.
		Marks
	Descriptive Type	100
	TOTAL	100

(B) Syllabus:

Paper - I

- (i) **General Awareness:** The questions will 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 & Mathematical 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. 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.
- (iii) **Test of English Language:** In addition to the testing of candidate's understanding of the English Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.
- (iv) **Test of Hindi Language:** In addition to the testing of candidate's understanding of the 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 subject detailed below:

TOPIC	MARKS ALLOCATED
Basic knowledge of the administration in Institutions of Higher Educations.	20 marks (2 questions x 10 marks) Each question to be answered in ~ 100 words
Knowledge and application of Office Procedure, Central Rules & Regulations specific reference to Leave rules, Fundamental of Service Rules, CCS(CCA) rules, ACP/MACP, Financial Accounting, Examination, etc.	60 marks (10 questions x 6 marks)
English and Hindi with special reference to skill in noting & drafting and official letters	20 marks (2 questions x 10 marks) Each question to be answered in ~100 words

* ~ signifies nearly 100 words.

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(C) Skill Test:

1. The skill test shall be qualifying in nature and no additional credits for the same shall be allocated.
2. The skill test shall be conducted in a manner to check the practical knowledge of the candidate in the use of Computer system and Application Software.
3. The candidate may be tested for his/her skill in :-
 - ❖ Word processing packages (MS-Word)
 - ❖ Spread sheets (Ms-Excel)
 - ❖ Power Point Presentation

Note:

1. The question paper would be bilingual except language paper (English and Hindi) and the applicant will have the option to respond in either of the languages.
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 50% for the unreserved post and 45% for the post reserved for OBC (non creamy layer) category and 40% for the posts reserved for SC/ST/PWD category.
4. Answer script of Paper – II of a candidate would be evaluated, only if the candidate qualified in Paper – I.
5. Merit shall be drawn only for candidates who qualify both the Paper – I and II separately. Final merit shall be drawn on the basis of combined scores of both the papers.
6. In case of bunching/bracketing of candidates in the results of the written test, the merit list would be decided as follows:
 - (i) Aggregate marks in the qualifying examination for the post.
 - (ii) In case of failing the above date of birth will be criteria. The senior in age will be given preference.

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) WRITTEN TEST:

Paper – I MCQ Type	Time : 2 hrs.*	Max. marks: 100 marks (100 questions)
Paper – II Descriptive Type	Time : 2 hrs.*	Max. marks: 100 marks

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<p>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.</p> <p>The skill test shall be conducted in a manner to check the practical knowledge of the candidate in the use of Computer system and Application Software.</p>	<p>Time : 1 hrs.*</p>	<p>The test will be of 50 marks. To qualify the candidate should obtain 25 marks.</p> <p>This will however be only qualifying in nature and no additional credits for same shall be allocated.</p>
TOTAL MARKS		200 MARKS

* 15 minutes extra per hour would be given to Visually Handicapped and Cerebral Palsy candidates.

Test Components:

Paper – I MCQ Type	Test Components	Duration 2 hrs.	
		No. of Questions	Marks
(a)	General Awareness	20	20
(b)	Reasoning & Mathematical ability	40	40
(c)	Test of English Language	20	20
(d)	Test of Hindi Language	20	20
	TOTAL	100	100

Paper – II	Test Components	Duration 2 hrs.	
		Marks	
		Descriptive Type	100
	TOTAL	100	

(B) Syllabus:

Paper - I

- (i) **General Awareness:** The questions will 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.

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- (ii) **Reasoning & Mathematical 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. 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.
- (iii) **Test of English Language:** In addition to the testing of candidate's understanding of the English Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.
- (iv) **Test of Hindi Language:** In addition to the testing of candidate's understanding of the 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 subject detailed below:

TOPIC	MARKS ALLOCATED
Basic knowledge of the administration in Institutions of Higher Educations.	20 marks (2 questions x 10 marks) Each question to be answered in ~ 100 words
Knowledge and application of Office Procedure, Central Rules & Regulations specific reference to Leave rules, Fundamental of Service Rules, CCS(CCA) rules, ACP/MACP, Financial Accounting, Examination, etc.	60 marks (10 questions x 6 marks)
English and Hindi with special reference to skill in noting & drafting and official letters	20 marks (2 questions x 10 marks) Each question to be answered in ~100 words

* ~ signifies nearly 100 words.

(C) Skill Test:

1. The skill test shall be qualifying in nature and no additional credits for the same shall be allocated.
2. The skill test shall be conducted in a manner to check the practical knowledge of the candidate in the use of Computer system and Application Software.
3. The candidate may be tested for his/her skill in :-
 - ❖ Word processing packages (MS-Word)
 - ❖ Spread sheets (Ms-Excel)
 - ❖ Power Point Presentation

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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.
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 50% for the unreserved post and 45% for the post reserved for OBC (non creamy layer) category and 40% for the posts reserved for SC/ST/PWD category.
4. Answer script of Paper – II of a candidate would be evaluated, only if the candidate qualified in Paper – I.
5. Merit shall be drawn only for candidates who qualify both the Paper – I and II separately. Final merit shall be drawn on the basis of combined scores of both the papers.
6. In case of bunching/bracketing of candidates in the results of the written test, the merit list would be decided as follows:
 - (i) Aggregate marks in the qualifying examination for the post.
 - (ii) In case of failing the above date of birth will be criteria. The senior in age will be given preference.

3. Scheme of Examination for Direct Recruitment to the **POST OF PROFESSIONAL ASSISTANT (LIBRARY):**

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

(A) WRITTEN TEST:

Paper – I MCQ Type	Time : 2½ hrs.*	Max. marks: 150 marks (150 questions)
Paper – II Descriptive Type	Time : 2 hrs.*	Max. marks: 100 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 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 viz. Analog audio/ video tapes/ cassettes identification, arrangements, cataloguing and preservation of Digital audio/video files identification and management through software. Basic knowledge of broadcast audio/video parameters.	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 and no additional credits for same shall be allocated.
TOTAL MARKS		200 MARKS

* 15 minutes extra per hour would be given to Visually Handicapped and Cerebral Palsy candidates.

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Test Components:

Paper – I MCQ Type	Test Components	Duration 2 hrs.	
		No. of Questions	Marks
(a)	Library Aptitude#	50	50
(b)	General Awareness	20	20
(c)	Reasoning & Mathematical ability	40	40
(d)	Test of English Language	20	20
	Test of Hindi Language	20	20
	TOTAL	150	150

Paper – II	Test Components	Duration 2 hrs.	
		Marks	
	Descriptive Type	100	
	TOTAL	100	

(B) Syllabus:

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. (#The candidate has to secure 50% marks in this section).
- (ii) **General Awareness:** The questions will 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.
- (iii) **Reasoning & Mathematical 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. 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 Language:** In addition to the testing of candidate's understanding of the English Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.
- (v) **Test of Hindi Language:** In addition to the testing of candidate's understanding of the 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 about the subject detailed below:

TOPIC	MARKS ALLOCATED
➤ Knowledge and application of Library and Information Science Procedures, Rules & Regulations.	50 marks (MCQ) 50 questions
➤ Knowledge of computers with special reference to knowledge of Library Software Packages of Word Processing, Data Analysis Packages.	50 marks (10 questions x 5 marks) Each question to be answered in ~100 words
➤ Analog audio/ video tapes/ cassettes identification, arrangements, cataloguing and preservation of Digital audio/video files identification and management through software. Basic knowledge of broadcast audio/video parameters.	

* ~ signifies nearly 100 words.

(C) Skill Test:

1. The skill test shall be qualifying in nature and no additional credits for the same shall be allocated.
2. The skill test shall be conducted in a matter to check the practical knowledge of the candidate in handling various processes associated Media Library Management System.
3. The candidate may be tested for his/her skill in :-
 - ❖ Search in electronic data bases (online)
 - ❖ Knowledge of specialized, open source application software for libraries like Digital Library Software etc.
 - ❖ Analog audio/ video tapes/ cassettes identification, arrangement, cataloguing and preservation Digital audio/video files identification and management through software. Basic knowledge of broadcast audio/video parameter.

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.
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 50% for the unreserved post and 45% for the post reserved for OBC (non creamy layer) category and 40% for the posts reserved for SC/ST/PWD category. However, section (ii), (iii), (iv) & (v) of the paper-I will be evaluated only if a candidate obtains 50% marks in Section (i) of the Paper-I, 5% relaxation will be provided for SC/ST/OBC/PWD.

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4. Answer script of Paper – II of a candidate would be evaluated, only if the candidate qualified in Paper – I.
5. Merit shall be drawn only for candidates who qualify both the Paper – I and II separately. Final merit shall be drawn on the basis of combined scores of both the papers.
6. In case of bunching/bracketing of candidates in the results of the written test, the merit list would be decided as follows:
 - (i) Aggregate marks in the qualifying examination for the post.
 - (ii) In case of failing the above date of birth will be criteria. The senior in age will be given preference.

4. Scheme of Examination for Direct Recruitment to the POST OF PERSONAL ASSISTANT:

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

(A) WRITTEN TEST:

Paper – I MCQ Type	Time : 2 hrs.*	Max. marks: 100 marks (100 questions)
Paper – II Descriptive Type	Time : 2 hrs.*	Max. marks: 100 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. The skill test shall be conducted in a manner to check the practical knowledge of the candidate in the use of Computer system and Application Software and stenography.	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 and no additional credits for same shall be allocated.
TOTAL MARKS		200 MARKS

* 15 minutes extra per hour would be given to Visually Handicapped and Cerebral Palsy candidates.

Test Components:

Paper – I MCQ Type	Test Components	Duration 2 hrs.	
		No. of Questions	Marks
(a)	General Awareness	20	20
(b)	Reasoning & Mathematical ability	40	40
(c)	Test of English Language	20	20
(d)	Test of Hindi Language	20	20
	TOTAL	100	100

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Paper – II	Test Components	Duration 2 hrs.
		Marks
	Descriptive Type	100
	TOTAL	100

(B) Syllabus:

Paper - I

- (i) **General Awareness:** The questions will 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 & Mathematical 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. 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.
- (iii) **Test of English Language:** In addition to the testing of candidate's understanding of the English Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.
- (iv) **Test of Hindi Language:** In addition to the testing of candidate's understanding of the 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 subject detailed below:

TOPIC	MARKS ALLOCATED
Basic knowledge of the administration in Institutions of Higher Educations.	20 marks (2 questions x 10 marks) Each question to be answered in ~ 100 words
Knowledge and application of Office Procedure, Rules & Regulations specific reference to Leave rules, Fundamental of Service Rules, CCS(CCA) rules, ACP/MACP, Financial Accounting, Examination, etc.	60 marks (10 questions x 6 marks)
English and Hindi with special reference to skill in noting & drafting and official letters	20 marks (2 questions x 10 marks) Each question to be answered in ~100 words

* ~ signifies nearly 100 words.

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(C) Skill Test:

1. The skill test shall be qualifying in nature and no additional credits for the same shall be allocated.
2. The skill test shall be conducted in a manner to check the practical knowledge of the candidate in the use of Computer system and Application Software.
3. The candidate may be tested for his/her skill test in **Stenography**
 - ❖ English shorthand speed of 100 WPM, dictation of English of 5 minutes of 500 words in 5 minutes.
 - ❖ The dictation will be transcribed within 30 minutes including 5 minutes for reading on computer system.
 - ❖ 5% mistakes in typing may be exempted.

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.
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 50% for the unreserved post and 45% for the post reserved for OBC (non creamy layer) category and 40% for the posts reserved for SC/ST/PWD category.
4. Answer script of Paper – II of a candidate would be evaluated, only if the candidate qualified in Paper – I.
5. Merit shall be drawn only for candidates who qualify both the Paper – I and II separately. Final merit shall be drawn on the basis of combined scores of both the papers.
6. In case of bunching/bracketing of candidates in the results of the written test, the merit list would be decided as follows:
 - (i) Aggregate marks in the qualifying examination for the post.
 - (ii) In case of failing the above date of birth will be criteria. The senior in age will be given preference.

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5. Scheme of Examination for Direct Recruitment to the POST OF SENIOR TECHNICAL ASSISTANT:

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

(A) SKILL TEST:

Skills pertaining to subject matter of the concerned post would be assessed through a skill test to be conducted by the University. The skill test shall be conducted in a manner which will be 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 duration will be decided by the board.	The test will be of 50 marks. To qualify the candidate should obtain 30 marks. The qualified candidate will only be allowed to appear in the written test. This will however be only qualifying in nature and no additional credits for same shall be allocated.
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(B) WRITTEN TEST:

Paper – I MCQ Type	Time : 2 hrs.*	Max. marks: 100 marks (100 questions)
Paper – II Subject specific laboratory based practical questions MCQ Type	Time : 2 hrs.*	Max. marks: 100 marks
TOTAL MARKS		200 MARKS

* 15 minutes extra per hour would be given to Visually Handicapped and Cerebral Palsy candidates.

* A Board constituted by the Competent Authority assess the skill of candidate.

Test Components: PAPER - I

Paper – I MCQ Type	Test Components	Duration 2 hrs.	
		No. of Questions	Marks
(i)	General Science	40	40
(ii)	General Awareness	15	15
(iii)	Reasoning	15	15
(iv)	Test of Mathematical ability	20	20
(v)	Test of English Language or Hindi Language	10	10
	TOTAL	100	100

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SYLLABUS: PAPER - I

- (i) **General Science:** The questions will be designed to test knowledge of science, laboratory equipment and lab practice. The question will 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.
- (ii) **General Awareness:** The questions will 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.
- (iii) **Reasoning :** 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 or Hindi Language:** 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 COMPONENTS & SYLLABUS PAPER – II : Subject specific laboratory based practical questions. The paper will cover the following areas:

TOPIC	MARKS ALLOCATED
Subject specific laboratory based practical questions.	Section 1 – MCQ
Questions based on XRD, spectroscopy (all types), Microscopy (all types) Chromatography (all types), Microprocessor and microcontroller based.	70 marks (70 questions)
Knowledge of computers with special reference to knowledge of word processing, data analysis packages.	30 marks (30 questions)

Note:

1. The question paper would be bilingual except language paper (English and Hindi) and the applicant will have the option to respond in either of the languages.
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 50% for the unreserved post and 45% for the post reserved for OBC (non creamy layer) category and 40% for the posts reserved for SC/ST/PWD category.
4. Answer script of Paper – II of a candidate would be evaluated, only if the candidate qualified in Paper – I.
5. Merit shall be drawn only for candidates who qualify both the Paper – I and II separately. Final merit shall be drawn on the basis of combined scores of both the papers.
6. In case of bunching/bracketing of candidates in the results of the written test, the merit list would be decided as follows:
 - (iii) Aggregate marks in the qualifying examination for the post.
 - (iv) In case of failing the above date of birth will be criteria. The senior in age will be given preference.

6. Scheme of Examination for Direct Recruitment to the POST OF TECHNICAL ASSISTANT:

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

(A) SKILL TEST:

Skills pertaining to subject matter of the concerned post would be assessed through a skill test to be conducted by the University. The skill test shall be conducted in a manner which will be 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 duration will be decided by the board.	The test will be of 50 marks. To qualify the candidate should obtain 30 marks. The qualified candidate will only be allowed to appear in the written test. This will however be only qualifying in nature and no additional credits for same shall be allocated.
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(B) WRITTEN TEST:

Paper – I MCQ Type	Time : 2 hrs.*	Max. marks: 100 marks (100 questions)
Paper – II Subject specific laboratory based practical questions MCQ Type	Time : 2 hrs.*	Max. marks: 100 marks
TOTAL MARKS		200 MARKS

* 15 minutes extra per hour would be given to Visually Handicapped and Cerebral Palsy candidates.

* Board consisted of Dean, Head and a subject expert will assess the skill of candidate.

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TEST COMPONENTS: PAPER - I

Paper – I MCQ Type	Test Components	Duration 2 hrs.	
		No. of Questions	Marks
(i)	General Science	40	40
(ii)	General Awareness	15	15
(iii)	Reasoning	15	15
(iv)	Test of Mathematical ability	20	20
(v)	Test of English Language or Hindi Language	10	10
	TOTAL	100	100

SYLLABUS: PAPER - I

- (i) **General Science:** The questions will be designed to test knowledge of science, laboratory equipment and lab practice. The question will 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.
- (ii) **General Awareness:** The questions will 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.
- (iii) **Reasoning :** 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 or Hindi Language:** 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 COMPONENTS & SYLLABUS PAPER – II: Subject specific laboratory based practical questions. The paper will cover the following areas:

TOPIC	MARKS ALLOCATED
Subject specific laboratory based practical questions.	Section 1 – MCQ
Questions based on XRD, spectroscopy (all types), Microscopy (all types) Chromatography (all types), Microprocessor and microcontroller based.	70 marks (70 questions)
Knowledge of computers with special reference to knowledge of word processing, data analysis packages.	30 marks (30 questions)

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.
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 50% for the unreserved post and 45% for the post reserved for OBC (non creamy layer) category and 40% for the posts reserved for SC/ST/PWD category.
4. Answer script of Paper – II of a candidate would be evaluated, only if the candidate qualified in Paper – I.
5. Merit shall be drawn only for candidates who qualify both the Paper – I and II separately. Final merit shall be drawn on the basis of combined scores of both the papers.
6. In case of bunching/bracketing of candidates in the results of the written test, the merit list would be decided as follows:
 - (iii) Aggregate marks in the qualifying examination for the post.
 - (iv) In case of failing the above date of birth will be criteria. The senior in age will be given preference.

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7. Scheme of Examination for Direct Recruitment to the POST OF STENO TYPIST-CUM-COMPUTER OPERATOR:

The following shall be the Scheme of Examination, components of written test and its syllabus for recruitment to the **post of Steno typist-cum-Computer Operator by direct recruitment:**

(A) SKILL TEST:

<p>Skills pertaining to subject matter of the concerned post would be assessed through a skill test to be conducted by the University through a board constituted by Competent Authority.</p> <p>The skill test shall be conducted in a manner to check the practical knowledge of the candidate in the use of Computer system and Application Software and stenography.</p> <p>The candidate may be tested for his/her skill test in Stenography</p> <ul style="list-style-type: none"> ❖ English shorthand speed of 100 WPM, dictation of English of 5 minutes of 500 words in 5 minutes. ❖ The dictation will be transcribed within 30 minutes including 5 minutes for reading on computer system. ❖ 5% mistakes in typing may be excepted. 	<p>Time duration will be decided by the board.</p>	<p>The test will be of 50 marks. To qualify the candidate should obtain 30 marks. The qualified candidate will only be allowed to appear in the written test.</p> <p>This will however be only qualifying in nature and no additional credits for same shall be allocated.</p>
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(B) WRITTEN TEST:

Paper – I MCQ Type	Time : 2 hrs.*	Max. marks: 100 marks (100 questions)
TOTAL MARKS		100 MARKS

* 15 minutes extra per hour would be given to Visually Handicapped and Cerebral Palsy candidates.

* A Board constituted by the Competent Authority assess the skill of candidate.

TEST COMPONENTS PAPER-I:

Paper – I MCQ Type	Test Components	Duration 2 hrs.	
		No. of Questions	Marks
(a)	General Awareness	20	20
(b)	Reasoning & Mathematical ability	20	20
(c)	Test of English Language	20	20
(d)	Test of Hindi Language	20	20
(e)	Computer	20	20
	TOTAL	100	100

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SYLLABUS: PAPER - I

- (i) **General Awareness:** The questions will 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 & Mathematical 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. 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.
- (iii) **Test of English Language:** In addition to the testing of candidate's understanding of the English Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.
- (iv) **Test of Hindi Language:** In addition to the testing of candidate's understanding of the Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.
- (v) **Computer Knowledge:** Fundamental of computer, operating system, application software, networking, modern printers, peripheral.

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.
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 50% for the unreserved post and 45% for the post reserved for OBC (non creamy layer) category and 40% for the posts reserved for SC/ST/PWD category.
4. The candidate, who qualifies the skill test; will be eligible for written test.
5. Merit shall be drawn only for candidates who qualify both the Paper – I and II separately. Final merit shall be drawn on the basis of combined scores of both the papers.
6. In case of bunching/bracketing of candidates in the results of the written test, the merit list would be decided as follows:
 - (iii) Aggregate marks in the qualifying examination for the post.
 - (iv) In case of failing the above date of birth will be criteria. The senior in age will be given preference.

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8. Scheme of examination for direct recruitment for the POST OF GRAPHIC ARTIST.

The following shall be the theme of examination, components of written test and its syllabus for the post of Graphic Artist.

(A) SKILL TEST:

Skills pertaining to subject matter of the concerned post would be assessed through a skill test to be conducted by board. The skill test shall be conducted in manners which will the ability of a candidate in graphic design, animation, NLE and various multimedia softwares. The skill test is aimed to check the proficiency in handling various softwares.	Time duration will be decided by the board.	The test will be of 50 marks. To qualify the candidate should obtain 30 marks. The qualified candidate will only be allowed to appear in the written test. This will however be only qualifying in nature and no additional credits for same shall be allocated.
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(B) WRITTEN TEST:

Paper I [MCQ]	Time	Maximum marks
Test of general awareness, Reasoning ability, Brief overview of Indian art, culture, traditions, craft and Literature. Indian monuments and World heritage sites. Test of language Hindi or English.	2 hours*	100 marks [100questions]
Paper II [MCQ] (subject specific questions based on graphic designing, fine art computer animation and multimedia softwares and their professional practices etc.)	2 hours*	100 marks [100 questions]
TOTAL		200 marks

* 15 minutes extra per hour would be given to Visually Handicapped and Cerebral Palsy candidates.

* A Board constituted by the Competent Authority assess the skill of candidate.

Test Components: PAPER - I

No.	Test Components	No. of questions	Marks
I	General awareness,	20	20
II	Reasoning ability	20	20
III	Brief overview of Indian art, culture, traditions, craft and Literature	20	20
V	Indian monuments and World heritage sites.	20	20
IV	Test of language Hindi or English.	20	20
	TOTAL	100	100

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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 everyday observation as may be expected of an educated person. The test will include the questions relating to India and neighboring countries, esp. pertaining to history, Indian art and culture, Geography, Science and scientific research, National/International organizations/Institutions of Higher Education.etc.

II- 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, relationships, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series, etc.

III Brief overview of Indian culture, traditions, craft and Literature: Regional culture, costume, festival, ritual, traditional design, handicraft, popular literature in Hindi and English

IV Indian monuments and World heritage sites: Major Indian monuments, their architecture, design, brief history of monuments, World heritage sites in India. Main art festivals, websites and institution of India

V Test of language Hindi or Test of language English: 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.

Test Components: PAPER –II : The Paper will cover the following are:

No.	Test Components	No. of questions	Marks
I	Introduction to Aesthetics and fine art practices	20	20
II	Basic principles of computer animation, types and process	20	20
III	Overview of image editing and video editing. softwares	20	20
IV	Elements of sound and process of sound capturing and editing softwares	20	20
V	Major e-learning tools, plate form and Soft wares	20	20
		100	100

SYLLABUS PAPER- II

I Introduction to fine art practices Regional forms of paintings colour scheme, composition, harmony, proportion, Colour, balance, perspective, principles of design, Indian and western perspective of fine art. Indian Miniatures Painting, Jain, Rajasthani, Pahari and Mughal Schools. Mannerism, Baroque Art, Rococo, New classism, Realism, Impressionism etc.

II Basic principal of computer animation, types and process: Rotoscopy, match moving, BG preparation , composting and editing 3D animation Maya, Autodesk 3D max, Max pro etc. Nuke, Mocha, Silhouettee other softwares of 2D animation, Coulor correction technique in Video Production etc.

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III Overview of image editing and video editing. VFX, Adobe after effects, Photoshop Overview of FCP, Premiere pro, Sony Vegas and Sound forge, Nuendo, Coral draw and other open source software video converter compression techniques etc.

IV Elements of sound and process of sound : Nature of sound, capturing and editing softwares

V Major e-learning tools, plate form and Softwares : Adobe flash, Moodle, Joomla, A-tutor course builder, Swayam and popular e- learning tools.

Note:

1. The question paper would be bilingual except language paper (English and Hindi) and the applicant will have the option to respond in either of the languages.
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 50% for the unreserved post and 45% for the post reserved for OBC (non creamy layer) category and 40% for the posts reserved for SC/ST/PWD category.
4. Answer script of Paper – II of a candidate would be evaluated, only if the candidate qualified in Paper – I.
5. Merit shall be drawn only for candidates who qualify both the Paper – I and II separately. Final merit shall be drawn on the basis of combined scores of both the papers.
6. In case of bunching/bracketing of candidates in the results of the written test, the merit list would be decided as follows:
 - (i) Aggregate marks in the qualifying examination for the post.
 - (ii) In case of failing the above date of birth will be criteria. The senior in age will be given preference.

9. Scheme of examination for direct recruitment for the POST OF TECHNICAL ASSISTANT (ERMMRC)

The following shall be the theme of examination, components of written test and its syllabus for the post of Technical Assistant (EMMRC).

(A) SKILL TEST

-Skills pertaining to subject matter of the concerned post would be assessed through a skill test to be conducted by board. The skill test shall be conducted in manner which will elicit the ability of a candidate in operation and maintenance of Broadcast audio and video equipments. It is also based on precautions related to T.V. and sound recording studio.	Time duration will be decided by the board.	The test will be of 50 marks. To qualify the candidate should obtain 30 marks. The qualified candidate will only be allowed to appear in the written test. This will however be only qualifying in nature and no additional credits for same shall be allocated.
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(B) WRITTEN TEST:

Paper – I MCQ Type	Time : 2 hrs.*	Max. marks: 100 marks (100 questions)
Paper – II Operation and maintenance of Broadcast video analog Digital equipments and videotechnology based questions. Technical store procedure. (Diploma/UG level)	Time : 2 hrs.*	Max. marks: 100 marks
TOTAL MARKS (200 MARKS

* 15 minutes extra per hour would be given to Visually Handicapped and Cerebral Palsy candidates.

* A Board constituted by the Competent Authority assess the skill of candidate.

TEST COMPONENTS: PAPER - I

Paper – I MCQ Type	Test Components	Duration 2 hrs.	
		No. of Questions	Marks
(i)	General Science	40	40
(ii)	General Awareness	15	15
(iii)	Reasoning	15	15
(iv)	Test of Mathematical ability	20	20
(v)	Test of English Language or Hindi Language	10	10
	TOTAL	100	100

SYLLABUS: PAPER - I

- (i) **General Science:** The questions will be designed to test knowledge of science, laboratory equipment and lab practice. The question will 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.
- (ii) **General Awareness:** The questions will 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.
- (iii) **Reasoning :** 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.

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- (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 or Hindi Language:** 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.

Test Components: PAPER – II – The paper will cover the following are:

SL No.	Test Components	No. of questions	Marks
I	Fundamentals of electronics and communication	20	20
II	Broadcast Digital analog video technology	30	30
III	Application part of ICT in higher education.	20	20
IV	Sound engineering	20	20
V	Technical store procedure	10	10
	TOTAL	100	100

SYLLABUS: PAPER – II: The paper will cover the following are:

I Fundamentals of electronics and communication engineering: Analog and digital signal, Binary and hexadecimal number system, Logic Gates, Codes and Parity, Arithmetic Circuits,. Decoders, Display Devices and Associated Circuits, Multiplexers and De Multiplexers, Latches and Flip Flops, Binary counters, Shift Register, Memories, overview of AM,FM and PM

II Broadcast Digital analog video technology: Analogue and Digital technology, frame and field, scanning process, Types of video signals, Resolution, Aspect ratio. Multi-cam switching, studio camera, CCU, Broadcast standards- NTSC, PAL, SECAM Tele-cine DSNG Van equipped with PCR and; OB Van. Satellite Transmission technologies, IPTV etc.

III Applied part of ICT in higher education: Digital Video Editing Software Premiere, Pro , CC, Vegas Pro (Creative Software), Final Cut Pro, and Sound forge. Desktops, Workstations, basic knowledge of video server, Display devices, Internet, Networking; Computer security. various e-learning software, platforms, integration etc.

IV Sound engineering: Major broadcast equipment of sound like audio mixer, amplifier, and types of microphones, studio acoustics, and sound editing softwares.

V Technical store procedure: Maintenance of stock, rules and regulations.

Note:

1. The question paper would be bilingual except language paper (English and Hindi) and the applicant will have the option to respond in either of the languages.
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 50% for the unreserved post and 45% for the post reserved for OBC (non creamy layer) category and 40% for the posts reserved for SC/ST/PWD category.
4. Answer script of Paper – II of a candidate would be evaluated, only if the candidate qualified in Paper – I.
5. Merit shall be drawn only for candidates who qualify both the Paper – I and II separately. Final merit shall be drawn on the basis of combined scores of both the papers.
6. In case of bunching/bracketing of candidates in the results of the written test, the merit list would be decided as follows:
 - (i) Aggregate marks in the qualifying examination for the post.
 - (ii) In case of failing the above date of birth will be criteria. The senior in age will be given preference.