



Step-wise Procedure, Components for Written Test, Skill Test

Criteria for Recruitment for the Group 'C' Posts

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The step-wise procedure, Components for Skill / Trade Test, Written Test and Short listing criteria for recruitment for the Group 'C' Posts are as follows:

Step-I: All the candidates who are eligible for Group 'C' posts will be invited to appear for Skill/ Trade Test. It will be the responsibility of the individual candidate to ensure that he/she fulfils the minimum eligibility criteria. In case after the Skill/ Trade Test, he/she is found to not fulfil minimum eligibility/ qualification for the post, his/her application will be treated as cancelled

Scheme / Criteria for Skill / Trade Test for Group 'C' posts

Post: Lower Division Clerk (ST / EWS)

Subject	Max. Marks	Description
Typing Speed Test in English or Hindi* on Computer: 10 min.	10 marks (Beyond 35 wpm in English / 30 wpm in Hindi, every increment of one correct word per minute will be awarded with 0.5 mark)	Qualifying Criteria: Minimum typing speed of 35 wpm in English OR 30 wpm in Hindi
Note: (1) *The candidates for the post of LDC are required to indicate their option either for English or Hindi while applying for the post. (2) Before starting the test, 05 minutes will be given to the candidates for practice / to make ensure that computers and keyboards are in working condition. (3) Typing Test for the post of LDC and Library Assistant is of qualifying in nature. Only those candidates, who qualify in Typing Speed Test, will be permitted to appear in the Skill Test.		

Subject	Max. Marks	Description
Test in MS Word (Communication skills and work profile of the post)	40	-
Test in MS Excel (Data Analysis, subject / work profile of the Post)	30	-
Presentation in MS Power Point	20	-
Typing (If qualified)	10	-
Total Marks	100	Qualifying Marks: 35

Post: Library Attendant

Subject	Max. Marks	Description
Hands-on practices/Work Profile, duties of the concerned post	50	Qualifying Marks: 18

Post : MTS

Subject	Max. Marks	Description
Hands-on practices and duties of MTS like physical maintenance of records, general cleanliness & upkeep, carrying of files & other papers, photocopying, sending of FAX etc., other non-clerical work, assisting in routine office work like diary, despatch etc., including on computer, watch & ward duties, driving of vehicles, upkeep of parks, lawns, potted plants etc.	50	Qualifying Marks: 18

Step-II: The result of the Skill Test (wherever applicable) will be prepared and displayed on the Notice Board / University website. On the basis of qualifying mark in the Skill Test, the successful candidates will be scrutinized and only eligible candidates will be called for the Written Test accordingly.

Criteria and Components of Written test for Group 'C' posts

Multiple Choice Questions (MCQs)

S. No.	Subject	No. of MCQs	Max. Marks	Duration
1.	Language proficiency in English, General Knowledge, Analytical Ability, University System, Central Universities Act, 2009, Statutes and Ordinances, Office Procedures, Filing, Noting, Drafting, Basic GoI Rules etc.	50	50	1.5 hours
2	Questions relevant to subject / work profile of the Post	50	50	
Total		100	100	

Note: Language of the test paper will be English only. Each correct answer will carry 01 mark and for each wrong answer, 0.25 marks will be deducted. Qualifying marks in written test will be 35.

Step-III: Preparation of Merit List

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1	All those candidates who qualify in the Step-II: Written Test will be ranked according to the marks obtained.		
2	Merit of the shortlisted candidates shall be calculated on the basis of the weightage given to the academic career, experiences, performance in the Step-I: Skill/Trade Test and/or Step-II: Written Test as depicted below:		
	Qualifications/Experiences/ performance in Step-II: Written Test		Marks (Max.)
	Academic Qualification (10% of the % marks obtained in the qualifying degree as per the eligibility criteria) (Max. 10 marks)		10
	Experience (Over and above minimum required relevant experience mentioned in the advertisement, 01 mark will be given for each completed year (subject to maximum of 05 marks). For any experience less than 06 months, no mark will be awarded, and for any experience equal to or more than 06 months but less than 12 months, 0.5 marks will be awarded. The total relevant experience will be calculated and weightage will be given on total relevant experience, rounded off only once for cumulative experience.) - (Max. 05 marks)		05
	80% of the marks secured in the Step-I: Skill/Trade Test (out of max. 50 marks) for the posts of Library Attendant and MTS . 40% of the marks secured in the Step-I: Skill/Trade Test (out of max. 50 marks) for the posts of LDC .		40
	45% of the marks secured in the Step-II: Written Test (MCQ) [out of max. 100 marks]		45
	Total:		100
3.	Tie cases (equal marks in overall process) will be resolved using : i. Candidates with higher marks in Step-II: Written Test will be placed above those with lower marks. ii. Despite the above, in case of further bunching/bracketing of candidates, the candidate senior in age (born earlier) will be given preference. iii. In case, above mentioned option is exhausted, it will be decided through draw of lots.		