Examination Process for Group 'B' Non-Teaching Positions

Scheme / Criteria for Skill / Trade Test/Written Test for Group 'B' Posts

<u>Assistant Engineer (Civil)</u>

Criteria and Components of Skill/Trade Test

Step-I: Skill/Trade Test:

Subject	Max. Marks	Description
Work Profile, duties of the concerned post	50	1 hour
Total marks	**50**	**Qualifying Marks:** 18

Note: The result of the **Step-I: Skill/Trade Test** will be prepared and displayed on the Notice Board / University website. On the basis of qualifying mark in the **Step-I: Skill/Trade Test**, the successful candidates will be called for **Step-II: Written Test**.

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Criteria and Components of Written Test

Step-II: Written Test (Multiple Choice Questions):

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**	**Qualifying marks: 35**
Note:				
1.	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: Documents Verification: Candidates qualified in **Step-I: Skill/Trade Test and/or Step-II: Written Test** will be called for documents verification as per the scheduled date and time.

Step-IV: Preparation of Merit List for selection: -

1.	All those candidates who qualify in the **Step-II: Written Test** & **Step-III: Documents verification** 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, 1 mark will be given for each completed year (subject to maximum of 05 marks). For any experience less than 6 months, no mark will be awarded, and for any experience equal to or more than 6 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)	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.

4.	Final list of the candidates (according to the marks obtained) will be prepared following the number of posts and reservation policy mentioned in the advertisement.

Note:
• The Candidates, who applied for more than one post, will get extra 45 minutes per post in Written Test-2.

Junior Translator

Criteria and Components of Skill/Trade Test

Step-I: Skill/Trade Test:

Subject	Max. Marks	Description
Work Profile, duties of the concerned post	50	1 hour
Total marks	**50**	**Qualifying Marks:** 18

Note: The result of the **Step-I: Skill/Trade Test** will be prepared and displayed on the Notice Board / University website. On the basis of qualifying mark in the **Step-I: Skill/Trade Test**, the successful candidates will be called for **Step-II: Written Test**.

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Criteria and Components of Written Test

Step-II: Written Test (Multiple Choice Questions):

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**	**Qualifying marks: 35**
Note:				
1.	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: Documents Verification: - Candidates qualified in **Step-I: Skill/Trade Test will** be called for documents verification as per the scheduled date and time.

Step-IV: Preparation of Merit List for selection: -

1.	All those candidates who qualify in the **Step-II: Written Test** & **Step-III: Documents verification** 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: <table><tr><td>**Qualifications/Experiences/ performance in Step-II: Written Test**</td><td>**Marks (Max.)**</td></tr><tr><td>**Academic Qualification** (10% of the % marks obtained in the qualifying degree as per the eligibility criteria) (Max. 10 marks)</td><td>10</td></tr><tr><td>**Experience** (Over and above minimum required relevant experience mentioned in the advertisement, 1 mark will be given for each completed year (subject to maximum of 05 marks). For any experience less than 6 months, no mark will be awarded, and for any experience equal to or more than 6 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)</td><td>05</td></tr><tr><td>80% of the marks secured in the **Step-I: Skill/Trade Test** (out of max. 50 marks)</td><td>40</td></tr><tr><td>45% of the marks secured in the **Step-II: Written Test** (MCQ) [out of max. 100 marks]</td><td>45</td></tr><tr><td>**Total:**</td><td>**100**</td></tr></table>
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.
4.	Final list of the candidates (according to the marks obtained) will be prepared following the number of posts and reservation policy mentioned in the advertisement.

Note:

• The Candidates, who applied for more than one post, will get extra 45 minutes per post in Written Test-2.

Examination Process for Group 'C' Non-Teaching Positions

Scheme / Criteria for Skill / Trade Test/Written Test for Group 'C' Posts Library Assistant, Lower Division Clerk (LDC) & LDC (Hindi Typist) Criteria and Components of Trade Test

Step-I: Trade Test:

Subject	Max. Marks	Description
Post: Lower Division Clerk 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
Post: Library Assistant Typing Speed Test in English on Computer: 10 min.	10 marks (Beyond 30 wpm in English, every increment of one correct word per minute will be awarded with 0.5 mark)	**Qualifying Criteria:** Minimum typing speed of 30 wpm in English
Note		
1.	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.	
2.	Typing Test for the post of LDC and Library Assistant is of qualifying in nature. Only those candidates, who qualify in **Step-I: Trade Test**, will be permitted to appear in the **Step-II: Computer Skill Test**.	

Note: The result of the **Step-I: Trade Test** will be prepared and displayed on the Notice Board / University website. Based on the qualifying mark in the **Step-I: Trade Test**, the successful candidates will be called for the **Step-II: Computer Skill Test** accordingly.

Criteria and Components of Computer Skill Test

Step-II: Computer Skill Test:

Subject	Max. Marks	Description
Step-I: Trade Test	10	10 minutes
Step-II: Computer Skill Test:		
(i)Test in MS Word (Communication skills and work profile of the post)	40	60 minutes
(ii) Test in MS Excel (Data Analysis, subject / work profile of the Post)	30	
(iii) Presentation in MS Power Point	20	
Total marks (Trade Test+ Computer Skill Test)	**100**	**Qualifying Marks:** 35

Note: The result of the **Step-II: Computer Skill Test** will be prepared and displayed on the Notice Board / University website. On the basis of qualifying mark in the **Step-II: Computer Skill Test**, the successful candidates will be called for **Step-III: Written Test**.

Criteria and Components of Written Test

Step-III: Written Test (Multiple Choice Questions):

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**	**Qualifying marks: 35**

Note:	
1.	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-IV: Documents verification: - Candidates qualified in **Skill/Trade Test will** be called for documents verification as per the scheduled date and time.

Step-V: Preparation of Merit List for selection: -

1.	All those candidates who qualify in the **Step-III: Written Test** & **Step-IV: Documents verification** 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 qualification, experiences, performance in the Trade test, Skill Test and/or **Step-III: 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, 1 mark will be given for each completed year (subject to maximum of 05 marks). For any experience less than 6 months, no mark will be awarded, and for any experience equal to or more than 6 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)	5
45% of the marks secured in (**Step-I: Trade Test** & **Step-II: Computer Skill Test)** (out of max. 100 marks)	45
40% of the marks secured in the **Step-III: Written Test** (MCQ) [out of max. 100 marks]	40
Total:	**100**

3.	Tie cases (equal marks in overall process) will be resolved using-
	i. Candidates with higher marks in **Step-III: 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.
4.	Final list of the candidates based on the marks obtained in **Step-V [2]**) will be prepared following the number of posts and reservation policy mentioned in the advertisement.

Examination Process for Group 'C' Non-Teaching Positions

Scheme / Criteria for Skill / Trade Test/Written Test for Group 'C' Posts
Criteria and Components of Trade Test
Laboratory Assistant & Kitchen Attendant
Criteria and Components of Trade Test
Step-I: Trade Test:
Post: Laboratory Assistant

Subject	Max. Marks	Description
Hands-on Laboratory Practices, Basic Principles of various Instruments and other relevant Laboratory Tools	50	30 minutes
Total marks	**50**	**Qualifying Marks:** 18

Post: Kitchen Attendant

Subject	Max. Marks	Description
Hands-on Kitchen Practices, Kitchen Safety Guidelines, Rules & Regulations etc.	50	30 minutes
Total marks	**50**	**Qualifying Marks:** 18

Note: The result of the **Step-I: Skill Test** will be prepared and displayed on the Notice Board / University website. On the basis of qualifying mark in the **Step-I: Skill Test**, the successful candidates will be called for **Step-II: Written Test**.

Criteria and Components of Written Test
Step-II: Written Test (Multiple Choice Questions):

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**	**Qualifying marks: 35**

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: Documents verification: - Candidates qualified in **Step-I: Skill/Trade Test will** be called for documents verification as per the scheduled date and time.

Step-IV: Preparation of Merit List for selection: -

1.	All those candidates who qualify in the **Step-II: Written Test** & **Step-III: Documents verification** 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 qualification, experiences, performance in the Skill Test and/or **Step-II: Written Test** as depicted below:

Qualifications/Experiences/ performance in Step-II: Written Test	Weightage/ 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, 1 mark will be given for each completed year (subject to maximum of 05 marks). For any experience less than 6 months, no mark will be awarded, and for any experience equal to or more than 6 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 Skill **Test** (out of max. 50 marks)	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.
4.	Final list of the candidates based on the marks obtained in **Step-IV [2]**) will be prepared following the number of posts and reservation policy mentioned in the advertisement.