

Syllabus for the GROUP-A Non-Teaching Position Written Test

No.	Name of Position	Paper-I PART-A Syllabus (50 MCQs)	Paper-I PART-B Syllabus (50 MCQs)	Paper-II (Descriptive Type Questions)
A02	Information Scientist	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.	<ul style="list-style-type: none"> • Computer Organization & Operating System: C, C++, Java, python, Database, Networking and Internet, Web programming • Data Structure, SQL, Information Retrieval, Data visualization • Basics of Information Technology, Current topics of Information Technology 	Language proficiency in English University System, Central Universities Act, 2009, Statutes and Ordinances, Office Procedures, Filing, Noting, Drafting, and Basic GoI Rules, Current Affairs and / or questions relevant to subject / work profile of the Posts
A03	System Analyst		<ul style="list-style-type: none"> • Computer Organization & Operating System: C, C++, Java, python, Database, Networking and Internet, Web programming • Web Applications: Web Server and Web applications basics • Wireless and mobile networks • Software Tools and Techniques & Project Management 	
A04	Medical Officer		Human Anatomy, Physiology, Pathology, Forensic Medicine and Toxicology, Preventive and social medicine, Ophthalmology, ENT, Obstetrics and gynecology, Medicine, Surgery, Orthopedics, Psychiatry, Anesthesiology	

Question Pattern & Syllabus for the GROUP-B Non-Teaching Position

No.	Name of Position	Paper-I (50 MCQs)	Paper-II (50 MCQs)
B01	Private Secretary	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.	<ul style="list-style-type: none"> • Indian constitution and constitutional provisions • Various Acts applicable in university system • Basic psychology and organizational behaviour • India's International affairs (trade, relationships, agreements) • Office system / office procedures • Computer knowledge
B02	Nursing Officer	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.	<ul style="list-style-type: none"> • Human Anatomy and Physiology, Midwifery & Gynecological Nursing, Pharmaceutics, Pharmacognosy, Community Health Nursing, Nutrition, Psychiatric Nursing, Pharmacology, Toxicology, Medical-Surgical Nursing, Clinical Pathology • Drug Store Management, Computers in Nursing, Pharmaceutical Jurisprudence, Nursing Management, Health Education & Community Pharmacy, Mental Health, Psychology, First Aid
B03	Senior Technical Assistant	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.	<p>STA (Instrumentation):</p> <ul style="list-style-type: none"> • Fundamental of Measurement and Instrumentation • Electronic Devices and Circuit • Control System Engineering • Network Analysis • Signals and systems • Biomedical instrumentation • Analytical instrumentation • Communication and optical instrumentation <p align="center">OR</p> <p>STA (Physical Science):</p> <ul style="list-style-type: none"> • Data interpretation and analysis. Precision and accuracy. Error analysis, Least squares fitting • Semiconductor devices: structure, characteristics, and applications. Operational amplifiers and their applications. Digital techniques and Microprocessor • Photoelectric effect, X-rays, Spectroscopy, Vacuum

No.	Name of Position	Paper-I (50 MCQs)	Paper-II (50 MCQs)
			<p>techniques, Radioactivity, Accelerators and Detectors</p> <ul style="list-style-type: none"> • Lattice structures, Free electron model, Modern Optics • Electricity & magnetism, Electromagnetic Theory, Wave Mechanics <p style="text-align: center;">OR</p> <p>STA (Chemical Science):</p> <ul style="list-style-type: none"> • Safety Symbols and MSDS • Prevention of Accidents and First Aid Measures • Spectroscopy: UV-visible, IR, NMR and Mass Spectrometry • Qualitative and Quantitative aspects of analysis • Optical methods of analysis • Thermal method of analysis • Electro analytical method • Separations techniques <p style="text-align: center;">OR</p> <p>STA (Biological Science):</p> <ul style="list-style-type: none"> • General Principles of Biology Laboratory Design, Facilities, Equipments. • Biological Laboratory Safety Guideline & Procedures • Maintenance and Operations of High end Laboratory Equipments (RT- PCR, ELISA Reader, Fluorescence Microscope, Fluorimeter, Ultra-Centrifuge etc.) • Storage, Maintenance, Cataloguing - Chemicals and Biological Consumables • Preparation of Stock and Working solutions of reagents. • Performing experiments related to Microbiology, Biochemistry, Biotechnology (e.g. Microbial Culturing, Buffer Preparation, DNA Isolation, Gel Electrophoresis, PCR, ELISA, Western Blot, Chromatography, Microscopy, Plant Tissue Culture, Animal Cell Culture etc.) • Collection and storage of Experimental Data. • Basic Statistical Analyses of Experimental Data • Biological Waste Collection, Treatment and Disposal (Bleach Treatment, Autoclaving & Landfilling). • Basic First Aid and Emergency procedures.

No.	Name of Position	Paper-I (50 MCQs)	Paper-II (50 MCQs)
B04	Junior Translator	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.	<ul style="list-style-type: none"> • Basic English and Hindi – focus of grammar, Punctuations, spelling • Basic Official language • Translation of English and Hindi words • Translation of legal/financial/statutory matters • Various Acts applicable in university system
B05	Assistant	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.	<ul style="list-style-type: none"> • Office system/ office procedures • Filing, Drafting • Computer knowledge • Purchase procedure (GFR rule) • Procurement through Government and marketing • General financial rules • Leave rules, Service rules

Syllabus for the GROUP-C Non-Teaching Position Written test

No.	Name of Position	Paper-I (50 MCQs)	Paper-II (50 MCQs)
C01	Technical Assistant	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.	<p>TA (Instrumentation):</p> <ul style="list-style-type: none"> • Engineering Physics • Engineering Chemistry • Engineering Mathematics • Electronics Devices and Circuits • Fundamental of Measurement and Instrumentation • Signals and systems • Network Analysis <p align="center">OR</p> <p>TA (Physical Science):</p> <ul style="list-style-type: none"> • Precision and accuracy, Error analysis, Least squares fitting • Semiconductor: PN Junction, Diode and Transistor, Digital electronics • Atomic Structure, Photoelectric effect, Compton effect, Wave functions, X-rays, Radioactivity • Lattice structures, Free electron model, Interference and Diffraction, Modern Optics, Electricity & magnetism, Electromagnetic Theory • Elasticity, Fluid Mechanics, Waves and Oscillations • Newton's Law of Motion, Laws of Thermodynamics <p align="center">OR</p> <p>TA (Chemical Science):</p> <ul style="list-style-type: none"> • Safety Symbols and MSDS • Prevention of Accidents and First Aid Measures • Spectroscopy: UV-visible, IR Spectroscopy • Qualitative and Quantitative aspects of analysis • Optical methods of analysis • Thermal method of analysis • Electro analytical method • Separations techniques <p align="center">OR</p>

No.	Name of Position	Paper-I (50 MCQs)	Paper-II (50 MCQs)
			<p>TA (Biological Science):</p> <ul style="list-style-type: none"> • General Principles, Maintenance and Operations of Basic Equipments in Biology Laboratory (LAF, Autoclave, Oven, Incubators, pH meter, Weighing Balance, Water Bath, Colony Counter, UV Illuminator, Calorimeter, Compound Microscope, PCR etc.) • Storage and Stock Entry of Laboratory Consumables (Chemicals, Glassware etc.) • Performing basic experiments related to Microbiology, Biochemistry, Biotechnology (e.g. Autoclaving, Media Preparation, Buffer Dilution, Agarose Gel Electrophoresis, Sample Collection etc.) • Basic Guideline & Procedures of Biological Laboratory Safety • General Cleaning and Hygiene treatment (Fumigation, Disinfection) of Laboratories. • Biological Waste Collection, Treatment (Bleach Treatment & Autoclaving)
C02	Pharmacist	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.	<ul style="list-style-type: none"> • Human Anatomy and Physiology • Pharmaceutics, Pharmacology, Pharmacognocny, Pharmaceutical Chemistry, Toxicology, Pharmaceutical Jurisprudence. • Drug Store Management. • Biochemistry and Clinical pathology. • Hospital and Clinical Pharmacy.
C03	Statistical Assistant	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.	<ul style="list-style-type: none"> • Descriptive Statistics • Measures of Central Tendency and Dispersion • Measure of Correlation, Regression • Analysis of Time Series and Index Numbers • Economic & National Income, • Computer and Mathematics

No.	Name of Position	Paper-I (50 MCQs)	Paper-II (50 MCQs)
C04	Laboratory Assistant	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.	<ul style="list-style-type: none"> • Physics: Units and Measurements; Scalar and vector quantities; Least Count, Elasticity, Surface Tension; Viscosity; Waves and Oscillations; Newton's Laws of Motion; Laws of Thermodynamics; Electricity and Magnetism; Semiconductors, P-N Junction, Boolean Algebra; Atomic structure: Bohr's model; Refraction, Reflection, Polarization, Interference and Diffraction • Chemistry: List of apparatus for identification; Safety procedures; Basic laboratory techniques; Melting point and Boiling point, pH; Purification technique: crystallization, distillation, chromatography; Quantitative Estimation; Qualitative analysis • Biology: General principles of Basic Biology Equipments (pH meter, Weighing Balance, LAF); General principles of Hygiene, Cleaning processes (Autoclaving, Disinfection etc.); General principles of Basic Biology Experiments (Sample Collection, Sample Processing, Glassware & Plasticware Sterilization etc.); Biological Waste Collection and Treatment
C05	UDC	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.	<ul style="list-style-type: none"> • Office system/ office procedures • Filing, Drafting • Computer knowledge • Purchase procedure (GFR rule) • Procurement through Government and marketing • General financial rules • Leave rules, Service rules
C06	LDC including Hindi Typist	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.	<ul style="list-style-type: none"> • Office system/ office procedures • Filing, Drafting • Computer knowledge • Leave rules, Service rules

No.	Name of Position	Paper-I (50 MCQs)	Paper-II (50 MCQs)
C07	Driver	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.	<ul style="list-style-type: none"> • Basic Maintenance and Servicing of heavy Vehicle • Emergency Handling Techniques • Knowledge of Tools and Documents related to heavy Vehicle • Traffic Rules & Regulations
C08	Cook	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.	<ul style="list-style-type: none"> • English name of Indian ingredients • Knowledge about different Veg and Non-Veg Items • Safety procedure, hygiene • Knowledge of food quality and calories • Knowledge about diet
C09	MTS	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.	<ul style="list-style-type: none"> • Office procedures (Basic knowledge) • Basic computer knowledge • Basic knowledge about UGC/ university system
C10	Kitchen Attendant	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.	<ul style="list-style-type: none"> • English name of Indian ingredients • Knowledge about different Veg and Non-Veg Items • Safety procedure, hygiene • Knowledge about diet • Food testing
C11	Library Attendant	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.	<ul style="list-style-type: none"> • Library and Society • Library Resources: Acquisition and Processing • Library Records • Cataloguing and Stalking • Computer Applications in Libraries

No.	Name of Position	Paper-I (50 MCQs)	Paper-II (50 MCQs)
C12	Laboratory Attendant	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.	<ul style="list-style-type: none"> • Physics: Units and Measurements; Scalar and vector quantities; Least Count; Elasticity, Surface Tension; Viscosity; Waves and Oscillations; Newton’s Law of Motion; Electricity and Magnetism; Semiconductors, Diode, Logic gates; Atomic structure: Bohr’s model; Refraction, Reflection • Chemistry: List of apparatus for identification; Safety procedures; Basic laboratory techniques; Melting point and Boiling point, pH; Purification technique: crystallization, distillation, chromatography; Qualitative analysis • Biology: General principles of Basic Biology Equipments (pH meter, Weighing Balance, LAF); General principles of Hygiene, Cleaning processes (Autoclaving, Disinfection etc.); General principles of Basic Biology Experiments (Sample Collection, Sample Processing, Glassware & Plasticware Sterilization, Microbial Colony Counting, Microbial Staining etc.); Biological Waste Collection and Treatment
C13	Dresser	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.	<ul style="list-style-type: none"> • Anatomy and Physiology • First Aid, Suture, CPR, Dressing/Grooming, Social Perceptiveness, Monitoring, Judgment and Decision Making. Time Management • Transfer or transport of patients • Casualty Procedure