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Scheme of Examination for which assessment will be based on written test, skill test and Interview (Group 'A' only) for recruitment of Group 'A', 'B' and Group 'C' Posts under Direct Recruitment.

Scheme of Examination for recruitment to the post of **Assistant Registrar (Post Code 14)**
The process of recruitment shall be carried out in two stages:

Stage-1: Shortlisting of candidates on the basis of Screening Test consisting of Multiple Choice Questions (MCQ)

Screening Test

Examination	Syllabus	Marks	Duration
MCQ (100 Questions)	General Studies, Reasoning and Mathematical Abilities, Functioning of Higher Educational Institutions, GoI Rules, Service Rules, Conduct Rules, RTI Act, GFR, GeM, UGC Regulations, NEP-2020, University Act, Statutes & Ordinances etc.	100 marks with negative marking of 0.25 marks (1/4) for every wrong answer.	02:00 hours. (Extra time would be given to PwBD Candidates as per GoI norms).

Stage-2: Interview (50 Marks) to assess his/her suitability for the post.

Note:
1. The question paper for Screening Test would be bilingual (Hindi and English) and the candidate will have the option to respond in either of the language.
2. Each question of screening test carries one mark. There shall be negative marking of 0.25 marks for each wrong answer.
3. Maximum 15 candidates shall be shortlisted for appearing in interview for each post in order of merit based on the marks obtained by them in Screening Test. However, in case of tie at cut-off marks, all such tied candidates shall be called for Interview over and above the maximum number of candidate as specified (i.e. 15).
4. The final merit shall be drawn based on combined marks of Screening Test (100 marks) and Interview (50 marks). However, merit shall be drawn for only those candidates who have appeared in both stages i.e. Stage-I (Screening Test) and Stage-2 (Interview).

Scheme of Examination for recruitment to the post of **Hindi Officer (Post Code 19)**
The process of recruitment shall be carried out in two stages:

Stage-1: Shortlisting of candidates on the basis of Screening Test consisting of Multiple Choice Questions (MCQ)

Screening Test

Examination	Syllabus	Marks	Duration
MCQ (50 Questions)	General Studies, Reasoning and Mathematical Abilities, General Hindi, General English, Rajbhasha Policy of GoI, NEP-2020, etc.	50 marks	01:00 hour. (Extra time would be given to PwBD Candidates as per GoI norms).

Stage-2: Interview (50 Marks) to assess his/her suitability for the post.

Note:
1. The question paper for Screening Test would be bilingual (Hindi and English) and the candidate will have the option to respond in either of the language.
2. Each question of screening test carries one mark.
3. Maximum 15 candidates shall be shortlisted for appearing in interview in order of the marks obtained by them in Screening Test. However, in case of tie at cut-off marks, all such tied candidates shall be called for Interview over and above the maximum number of candidate as specified (i.e. 15).
4. The final merit shall be drawn based on combined marks of Screening Test (50 marks) and Interview (50 marks). However, merit shall be drawn for only those candidates who have appeared in both stages i.e. Stage-I (Screening Test) and Stage-2 (Interview).

Scheme of Examination for recruitment to the post of **Private Secretary (Post Code 21)**
The process of recruitment shall be carried out in three stages:

Stage-1: Skill Test: Qualifying in nature as described below:

Dictations: 10 minutes @ 120 wpm in English or 100 wpm in Hindi.
Transcription: 50 minutes (English) or 60 minutes (Hindi).

Stage-2: Multiple Choice Questions (MCQ)

Examination	Syllabus	Marks	Duration
Multiple Choice Questions (MCQ)	General Studies, Reasoning, General Mathematics, English and Hindi, Service Rules, GoI Rules, RTI Act, University Act, Statutes & Ordinances etc.	50 marks Minimum qualifying marks 40% (i.e. 20 marks).	01:00 hour (Extra time would be given to PwBD Candidates as per GoI norms).

Stage-3: Descriptive Test

Examination	Syllabus	Marks	Duration
Descriptive Test	Basic knowledge pertaining to functional, procedural aspect of the work profile of the post concerned, Good Communication Skills, Office Procedures, Rules & Regulations relevant to the University System, Knowledge of Computers with Special Reference to Knowledge of Word Processing, Data Analysis etc.	50 marks Minimum qualifying marks 50% (i.e. 25 marks).	01:00 hour (Extra time would be given to PwBD Candidates as per GoI norms).

Note:
1. The question paper for Multiple Choice Questions (MCQ) test would be bilingual (Hindi and English). Each question carries one mark. The minimum qualifying marks will be 40% (i.e. 20 marks).
2. The question paper for Descriptive Test would be bilingual (Hindi and English) and the candidate will have the option to respond in either of the language. The minimum qualifying marks will be 50% (i.e. 25 marks).
3. The final merit shall be drawn based on combined marks of MCQ test (Stage-2) and Descriptive test (Stage-3) subject to qualifying in the skill test.

Scheme of Examination for recruitment to the post of **Assistant Engineer (Civil) (Post Code 22)**
The process of recruitment shall be carried out in two stages:

Stage-1: Skill Test (50 marks): Qualifying in nature (minimum qualifying marks 50% (i.e.25 marks))

Stage-2: Descriptive Test

Examination	Syllabus	Marks	Duration
Descriptive Test	Basic knowledge pertaining to functional, procedural aspect of the work profile of the post concerned, basic concepts of Civil Engineering, Estimation and Coasting, Building Materials, Surveying, Soil Mechanics, Hydraulics, Environmental, Structural engineering, Concrete technology, RCC Designs, Transportation Engg., Environmental Engg., Contract Management / Quality Control / Project Management, Safety Management, GFR, GeM, GoI Rules, CPWD Norms etc.	100 marks Minimum qualifying marks 50% (i.e. 50 marks).	02:00 hours (Extra time would be given to PwBD Candidates as per GoI norms).

Note:
1. The question paper for Descriptive Test would be bilingual (Hindi and English) and the candidate will have the option to respond in either of the language.
2. The final merit shall be drawn based on marks of Descriptive test (Stage-2) subject to qualifying in the Skill Test.

Scheme of Examination for recruitment to the post of **Assistant Engineer (Electrical) (Post Code 22)**
The process of recruitment shall be carried out in two stages:

Stage-1: Skill Test (50 marks): Qualifying in nature (minimum qualifying marks 50% (i.e.25 marks)).

Stage-2: Descriptive Test

Examination	Syllabus	Marks	Duration
Descriptive Test	Basic knowledge pertaining to functional, procedural aspect of the work profile of the post concerned, basic concepts of Electrical Engineering, Estimation and Coasting, Circuit Law, Magnetic Circuit, AC & Refrigeration, Generators, Fire Safety Systems Lighting and Wiring, Earthing Systems Contract Management / Quality Control / Project Management, Measurement & Measuring Instruments, Electrical Machines, Synchronous Machines, Generation, Transmission, Distribution, GFR, GeM, GoI Rules, CPWD Norms etc.	100 marks Minimum qualifying marks 50% (i.e. 50 marks).	02:00 hours (Extra time would be given to PwBD Candidates as per GoI norms).

Note:
1. The question paper for Descriptive Test would be bilingual (Hindi and English) and the candidate will have the option to respond in either of the language.
2. The final merit shall be drawn based on marks of Descriptive test (Stage-2) subject to qualifying in the Skill Test.

Scheme of Examination for recruitment to the post of **Personal Assistant (Post Code 26)**
The process of recruitment shall be carried out in three stages:

Stage-1: Skill Test: Qualifying nature as described below:

Dictations: 10 minutes @ 100 wpm (English / Hindi).
Transcription: 40 minutes   (English) or 55 minutes (Hindi).

Stage-2: Multiple Choice Questions (MCQ)

Examination	Syllabus	Marks	Duration
Multiple Choice Questions (MCQ)	General studies, Reasoning, General Mathematics, English and Hindi, Service Rules, GoI Rules, RTI Act, University Act, Statutes & Ordinances etc.	50 marks Minimum qualifying marks 40% (i.e. 20 marks).	01:00 hour (Extra time would be given to PwBD Candidates as per GoI norms).

Stage-3: Descriptive Test

Examination	Syllabus	Marks	Duration
Descriptive Test	Basic knowledge pertaining to functional, procedural aspect of the work profile of the post concerned, Good Communication Skills, English Language Proficiency, Knowledge of Computers with Special Reference to Knowledge of Word Processing, Press Release, Essay, Govt. Rule, University functioning etc.	50 marks Minimum qualifying marks 50% (i.e. 25 marks).	01:00 hour. (Extra time would be given to PwBD Candidates as per GoI norms).

Note:
1. The question paper for Multiple Choice Questions (MCQ) test would be bilingual (Hindi and English). Each question carries one mark. The minimum qualifying marks will be 40% (i.e. 20 marks).
2. The question paper for Descriptive Test would be bilingual (Hindi and English) and the candidate will have the option to respond in either of the language. The minimum qualifying marks will be 50% (i.e. 25 marks).
3. The final merit shall be drawn based on combined marks of MCQ test (Stage-2) and Descriptive test (Stage-3) subject to qualifying in the Skill Test.

Scheme of Examination for recruitment to the post of **Sr. Technical Assistant (Comp.) (Post Code 29)**

The process of recruitment shall be carried out in two stages:

Stage-1: Skill Test (50 marks): Qualifying in nature (minimum qualifying marks 50% (i.e. 25 marks)).

Stage-2: Descriptive Test

Examination	Syllabus	Marks	Duration
Descriptive Test	Basic knowledge pertaining to provide Technical Support for Hardware, Software and Network Issues, Diagnose and Troubleshoot System Errors, Application Issues & IT-Related Problem, System Maintenance viz. Monitor & Maintain Computer Systems, Servers and Network Infrastructure, Software Development & Testing Programming Languages etc.	100 marks Minimum qualifying marks 50% (i.e. 50 marks).	02:00 hours. (Extra time would be given to PwBD Candidates as per GoI norms).

Note:
1. The question paper for Descriptive Test would be bilingual (Hindi and English) and the candidate will have the option to respond in either of the language.
2. The final merit shall be drawn based on marks of Descriptive test (Stage-2) subject to qualifying in the Skill Test.

Scheme of Examination for recruitment to the post of **Statistical Assistant (Post Code 40)**	
The process of recruitment shall be carried out in two stages:	

Stage-1: Skill Test (50 marks) Qualifying in nature (minimum qualifying marks 50% (i.e. 25 marks)).

Skill test on Computer.

Stage-2: Descriptive Test

Examination	Syllabus	Marks	Duration
Descriptive Test	Basic knowledge pertaining to functional, procedural aspect of the work profile of the post concerned, Types of Data, Sampling and Data Collection, Data Entry & Coding, Classification, Tabulation, Graphic and Diagrammatic Representation, Averages, Dispersion, Skewness, Kurtosis, Correlation and Regression, Interpretation of Data and Results of Analyses etc.	100 marks The candidate who secures 50% marks (i.e. 50 marks).	02:00 hours. (Extra time would be given to PwBD Candidates as per GoI norms).

Note:

1. The question paper for Descriptive Test would be bilingual (Hindi and English) and the candidate will have the option to respond in either of the language.
2. The final merit shall be drawn based on marks of Descriptive test (Stage-2) subject to qualifying in the Skill Test.

Scheme of Examination for recruitment to the post of **Laboratory Assistant (Post Code 44)**
The process of recruitment shall be carried out in two stages:

Stage-1: Skill Test (50 marks) Qualifying in nature (minimum qualifying marks 50% (i.e. 25 marks)).

Skill test shall be conducted in laboratory.

Stage-2: Descriptive Test

Examination	Syllabus	Marks	Duration
Descriptive Test	Basic knowledge of providing Technical Support, Maintaining Lab Equipment, Smooth Operations in Laboratory Settings, Arrange Tools, Chemicals, Samples and Other Materials required for Experiments, Data Collection, Record Observations, Maintenance Inventory of Lab Supplies and Equipment, Proper Storage and Disposal of Chemicals & Biological Materials, Knowledge of Safety Protocols, Handling of Hazardous Materials and Waste Disposal.	100 marks Minimum qualifying marks 50% (i.e. 50 marks).	02:00 hours. (Extra time would be given to PwBD Candidates as per GoI norms).

Note:
1. The question paper for Descriptive Test would be bilingual (Hindi and English) and the candidate will have the option to respond in either of the language.
2. The final merit shall be drawn based on marks of Descriptive test (Stage-2) subject to qualifying in the Skill Test.

Scheme of Examination for recruitment to the post of **Lower Division Clerk (Post Code 45)**

The process of recruitment shall be carried out in three stages:

Stage-1: Skill Test: Qualifying in nature as desired below:

> English Typing : 35 wpm or Hindi Typing : 30 wpm
> **(Font: Kruti Dev 010)**
> Proficiency in Computer Operations.

Stage-2: Multiple Choice Questions (MCQ)

Examination	Syllabus	Marks	Duration
Multiple Choice Questions (MCQ)	General studies, Reasoning, General Mathematics, English and Hindi, Service Rules, GoI Rules, RTI Act, University Act, Statutes & Ordinances etc.	50 marks Minimum qualifying marks 40% (i.e. 20 marks).	01:00 hour (Extra time would be given to PwBD Candidates as per GoI norms).

Stage-3: Descriptive Test

Examination	Syllabus	Marks	Duration
Descriptive Test	Basic knowledge pertaining to functional, procedural aspect of the work profile of the post concerned, Writing Skills based on Graduation Level, Language Proficiency in English and Hindi & Noting and Drafting etc.	50 marks Minimum qualifying marks 50% (i.e. 25 marks).	01:00 hour. (Extra time would be given to PwBD Candidates as per GoI norms).

Note:
1. The question paper for Multiple Choice Questions (MCQ) test would be bilingual (Hindi and English). Each question carries one mark. The minimum qualifying marks is 40% (i.e. 20 marks).
2. The question paper for Descriptive Test would be bilingual (Hindi and English) and the candidate will have the option to respond in either of the language. The minimum qualifying marks is 50% marks (i.e. 25 marks).
3. The final merit shall be drawn based on combined marks of MCQ test (Stage-2) and Descriptive test (Stage-3) subject to qualifying in the Skill Test.

Scheme of Examination for recruitment to the post of **Library Attendant (Post Code 50)**
The process of recruitment shall be carried out in two stages:

Stage-1: Skill Test (50 marks) Qualifying in nature (minimum qualifying marks 50% (i.e. 25 Marks)).

> The skill test shall be conducted in a manner to check the practical knowledge of the candidate in handling various processes associated with the Library's functioning.

Stage-2: Descriptive Test

Examination	Syllabus	Marks	Duration
Descriptive Test	Basic knowledge pertaining to functional, procedural aspect of the work profile of the post concerned, Knowledge and Application of Library and Information Science Procedures, Rules & Regulations, Knowledge of Computers with Special Reference to Knowledge of Library Software Packages of Word Processing, Data Analysis Packages, Noting and Drafting etc.	100 marks Minimum qualifying marks 50% (i.e. 50 marks).	02:00 hours. (Extra time would be given to PwBD Candidates as per GoI norms).

Note:
1. The question paper for Descriptive Test would be bilingual (Hindi and English) and the candidate will have the option to respond in either of the language.
2. The final merit shall be drawn based on marks of Descriptive test (Stage-2) subject to qualifying in the Skill Test.

Scheme of Examination for recruitment to the post of **Multi-Tasking Staff (MTS) (Post Code 53)**
The process of recruitment shall be carried out in three stages:

Stage-1: Skill Test (50 marks) Qualifying in nature (minimum qualifying marks 50% (i.e. 25 Marks)).

Driving Test, Computer Knowledge, Agriculture Field, Reading, Writing & Typing etc.

Stage-2: Multiple Choice Questions (MCQ)

Examination	Syllabus	Marks	Duration
Multiple Choice Questions (MCQ)	General Studies, Reasoning, General Mathematics, Computer, English and Hindi etc.	50 marks The minimum qualifying marks is 40% (i.e. 20 marks).	01:00 hour (Extra time would be given to PwBD Candidates as per GoI norms).

Stage-3: Descriptive Test

Examination	Syllabus	Marks	Duration
Descriptive Test	Basic knowledge pertaining to functional, procedural aspect of the work profile of the Post Concerned, Basic Correspondence, File Management etc.	50 marks The minimum qualifying marks 50% (i.e. 25 marks).	01:00 hour. (Extra time would be given to PwBD Candidates as per GoI norms).

Note:
1. The question paper for Multiple Choice Questions (MCQ) test would be bilingual (Hindi and English). Each question carries one mark. The minimum qualifying marks is 40% (i.e. 20 marks).
2. The question paper for Descriptive Test would be bilingual (Hindi and English) and the candidate will have the option to respond in either of the language.
3. The final merit shall be drawn based on combined marks of MCQ test (Stage-2) and Descriptive test (Stage-3) subject to qualifying in the Skill Test.

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