



झारखण्ड केन्द्रीय विश्वविद्यालय, राँची
Central University of Jharkhand, Ranchi
(भारतीय संसद के अधिनियम, 2009 द्वारा स्थापित)
(A Central University established by an Act of Parliament of India in 2009)

Date: 30th April, 2019

SYLLABUS
(NON-TEACHING GROUP 'A' POSITIONS)
ADVERTISEMENT NO.: CUJ/Advt./01/2018-19 Dated: 8th March, 2019

1. The University vide its **Advertisement No. CUJ/Advt./01/2018-19 Dated: 8th March, 2019** advertised various Non-Teaching Positions/other Academic Positions to be filled on direct/deputation basis and lien vacancy.
2. The University may hold written test for the posts of Assistant Librarian, Assistant Registrar and Hindi Officer in order to shortlist the candidates keeping in view of the large number applications.
3. The written test will be of qualifying nature and no weightage of marks obtained in written test shall be given in the interview.
4. Minimum qualifying marks shall be 33%
5. The selection shall be made on the basis of performance in the interview.
6. The syllabus of written test is as given below.

Sl. No. 5. ASSISTANT LIBRARIAN

SYLLABUS:

May refer to UGC NET syllabus for Library and Information science. Please visit <https://www.ugcnetonline.in/syllabus-new.php>

Sl. No. 6. ASSISTANT REGISTRAR

The written Examination will consist of an **Objective Type Paper** of 150 Multiple Choice Questions (MCQs) divided into the parts 'A' and 'B' of 75 MCQs each.

Part	Subject	Maximum Marks	Duration
Part A	General English, Numerical Aptitude, Reasoning and General Knowledge	75	3 hrs
Part B	Domain Knowledge and/or Knowledge of Rules of Government of India, Office Procedures & University Act	75	
Total		150	

SYLLABUS:

Part A

General English: Questions in this component will be designed to test the Candidate's understanding and knowledge of English Language like Error recognition, Fill in the blanks (using verbs, preposition, articles etc.), One word substitution, Improvement of Sentences, Vocabulary, Spellings, Grammar, Sentence Structure, Synonyms, Antonyms, Sentence Completion, Phrases and Idiomatic use of words, Comprehension of Passages, as may be expected of a well-educated person who has not made a special study of the subject.

Numerical Aptitude & Reasoning: The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be the computation of whole numbers, decimals and fractions and relationships between numbers. It will test sense of order among numbers, ability to translate from one name to another, sense or order of magnitude, estimation or prediction of the outcome of computation, selection of an appropriate operation for the solution of real life problems and knowledge of alternative computation procedures to find answers. The questions would also be based on arithmetical concepts and relationship between numbers and not on complicated arithmetical computation. On general reasoning, the candidates will be tested on reasoning and analytical abilities.

General Knowledge: Questions will be designed to assess the General Knowledge viz., General Science, current events of national and international importance, History of India and Indian National Movement, India and World Geography, Indian Polity & Economy, General Mental Ability, Central University of Jharkhand, Indian States, India and other countries.

Part B

The questions will be from following areas:-

i	Constitution of India
ii	Central Universities Act & Statutes, 2009
iii	General Financial Rules and Purchase Procedure
iv	UGC Regulations governing the service conditions of the teachers
v	CCS (Conduct) Rules
vi	CCS (Leave) Rules
vii	CS (Medical Attendance) Rules
viii	CCS (LTC) Rules
ix	Reservation and Concessions to SCs/STs/OBCs/PWDs/EWSs
x	CCS (Joining Time) Rules
xi	CCS (T.A.) Rules
xii	CCS (Pension) Rules/National Pension Scheme
xiii	General Rules on Pay and Allowances
xiv	File routing processes in university system

Sl. No. 7. HINDI OFFICER

The written Examination will consist of an **Objective and Descriptive Type Paper** of 150 marks divided into the parts 'A' and 'B' of 75 MCQs and Descriptive questions.

Part	Subject	Maximum Marks	Duration
Part A	1. General Hindi 2. General English 3. Rajbhasha Policy of Union of India	75	3 hrs
Part B	1. Translation of 2 passages (1 each from Hindi to English & vice versa) 2. Translation of Administrative Terms	75	
Total		150	

SYLLABUS:

Part A:

General Hindi and General English: (Objective Type)

Questions in this component will be designed to test the Candidates' understanding and knowledge of Hindi & English Languages and will be based on error recognition, fill in the blanks (using verbs, preposition, articles etc.), vocabulary, spellings, grammar, sentence structure, synonyms, antonyms, sentence completion, correct use of words, phrases and idioms, ability to write language correctly, precisely and effectively.

Rajbhasha Policy of Union of India: Questions in this component will be designed to test the Candidate's understanding and knowledge of Rajyabhasha Adhiniyam/Niyam/Sankalp etc.

Part B:

Translation (Descriptive and Objective Type)

This Paper will contain two passages for translation- one passage for translation from Hindi to English and one passage for translation from English to Hindi, and translation of administrative terms (प्रशासनिक शब्दावली) in Hindi and English which will test the candidates' translation skills and their ability to write the two languages correctly, precisely and effectively.

GENERAL TERMS AND CONDITIONS:

- 1. The list of candidates to be called for Written Examination and details regarding Date, Time, Venue of Written Examination and Hall Ticket/Admit Card shall be notified on the University Website (www.cuj.ac.in).** Therefore, the candidates are advised to check the University Website regularly.
- 2. NEGATIVE MARKING: There will be negative marks for wrong answers in the objective tests. One-Fourth of the Correct Answer (i.e., 0.25 marks) will be deducted for each wrong answer.**
- 3. USE OF UNFAIR MEANS:** Candidates are not permitted to use Mobile Phone, Calculators or any other electronic / electrical device. Candidates, therefore, **MUST NOT** bring Mobile Phone, Calculators or any other electronic / electrical device inside the Examination premises. Possession of these items, whether in use or not, will be considered as **“use of unfair means”** in the Examination and appropriate action will be taken by the University against such candidates.
- 4. The Compensatory time for PWD candidates shall be given as per rules, if any.**
- 5. Action against Candidates found Guilty of Misconduct**
Candidates are warned that they should not furnish any particulars that are false or suppress any material information in filling up the application form. Candidates are also warned that they should in no case correct or alter or otherwise tamper with any entry in a document or its attested/certified copy submitted by them nor should they submit a tampered/fabricated document. If there is any inaccuracy or any discrepancy between two or more such documents or their attested/certified copies, an explanation regarding this discrepancy should be submitted.

A candidate will be disqualified, if she/he has been declared by the University to be guilty of:

- Obtaining support of his/her candidature by any means; or
- Impersonating; or
- Procuring impersonation by any person;

- iv Submitting fabricated documents or documents which have been tampered with; or
- v Making statements which are incorrect or false or suppressing material information; or
- vi Resorting to any other irregular or improper means in connection with his/her candidature for the selection; or
- vii Using unfair means during the test; or
- viii Writing irrelevant matter including obscene language or pornographic matter, in the script(s); or
- ix Misbehaving in any other manner in the examination hall; or
- x Harassing or doing bodily harm to the staff employed by the University for the conduct of their test; or
- xi Bringing mobile Phone/communication device in the Examination Hall/Interview Room; or
- xii Attempting to commit or, as the case may be, abetting the University of all or any of the acts specified in the foregoing clauses may, in addition to rendering himself/herself liable to criminal prosecution, be liable to be disqualified by the University from selection for which he/she is a candidate; and/or to be debarred either permanently or for a specified period by the:
 - a University from any Examination or Selection held by them.
 - b University from taking admission under the courses offered by them.
- xiii if he/she is already in service under Government to disciplinary action under the appropriate rules.

6. Universities Decision Final:

The decision of the University in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s), allotment of examination centres and preparation of merit list will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

7. Court's Jurisdiction:

In case of any dispute, any suites or legal proceedings against the University in regard to this recruitment, the territorial jurisdiction shall be Hon'ble Jharkhand High Court at Ranchi.

IMPORTANT NOTE:

1. The candidates applied for any Non-Teaching Positions should ensure that they fulfill all the eligibility conditions for admission to the Written Examination. Their admission at all the stages of Written Examination will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If, on verification, at any time before or after the Written Examination and Skill Test (wherever applicable), it is found that they do not fulfill any of the eligibility conditions, their candidature for the examination will be cancelled by the University.
2. The candidates must carry at least one latest photo bearing identification proof such as Driving License / Voter Card / Aadhaar Card / Identity Card issued by University / College, Income Tax Pan Card in original to the Examination Centre, failing which they will not be allowed to appear for the same.
3. Any attempt to influence the authorities by way of recommendations will ab-initio disqualify the candidate.

Sd/-
REGISTRAR
Central University of Jharkhand