

NOTICE REGARDING THE STAGE II WRITTEN TEST FOR NON-TEACHING POSTS, GROUP- 'B' and GROUP-'C'

It is notified for the information of candidates that the Stage II (Descriptive) written test for both Group-'B' and Group-'C' Non-Teaching positions advertised vide Advt. No.: CUJ/Advt./2024-25/05 dated: 9th September,2024 will be held as per details given below:

Date	Group	Sitting	
		1 st Sitting (10:30 AM to 12:30 PM)	2 nd Sitting (02:30 PM to 04:30 PM)
15.11.2025	B	<ul style="list-style-type: none">• Section Officer• Junior Engineer (Electrical)	<ul style="list-style-type: none">• Assistant
	C	<ul style="list-style-type: none">• Lab Assistant (Science Stream)• Security Inspector• Lab Assistant (Computer Stream)	<ul style="list-style-type: none">• Library Assistant• Technical Assistant• Lower Division Clerk (Guest House)• Upper Division Clerk
16.11.2025	B	<ul style="list-style-type: none">• Private Secretary	---
	C	<ul style="list-style-type: none">• Lower Division Clerk• Lab Assistant (Engg. & Tech Stream)	<ul style="list-style-type: none">• Lab Attendant

**Venue of written test: Central University of Jharkhand,
Cheri-Manatu Campus,
Ranchi, Jharkhand – 835 222**

The link to download the Admit Card will be available on the University website shortly.

The selection criteria and indicative Syllabus for Stage II written test is attached for ready reference of the candidate.

**Sd. /-
REGISTRAR**

Stage II (Descriptive Type) Written Test

1. SELECTION CRITERIA:

General Descriptions:

- I. The minimum qualifying marks in Paper – II shall be 50% for UR, 45% for OBC (NC) & EWS and 35% for others. **However, the minimum qualifying marks to be secured shall be 50% for candidates of all categories for unreserved (UR) posts.**
- II. The candidates who secure minimum qualifying marks in Paper II shall be called for the skill test/trade test/computer proficiency test, wherever applicable. The skill test/trade test/computer proficiency test will be of qualifying nature.
- III. The marks allocated for the skill test shall be 50 and the minimum qualifying marks in the skill test shall be 50% in each section (i.e. typing/trade/Computer proficiency test).
- IV. The merit list of the candidates shall be drawn based on the performance in Paper II (descriptive test) only.
- V. PWD candidates will be allowed Scriber and extra time for written test as per Govt. of India Rules.
- VI. The standard of questions will be of level as per essential qualifying degree / experience required for the post.
- VII. Medium – English and Hindi (Except English Paper).
- VIII. In the event of any dispute with regard to the English and Hindi version of any question, in such case, the question in English version shall be construed as final.

2. SCHEME OF EXAMINATION:

- I. The Stage – II (Descriptive type) written test will consist of 100 marks.
- II. The post-wise indicative syllabus for Stage II (Descriptive) written test is enclosed herewith.

झारखण्ड केन्द्रीय विश्वविद्यालय
CENTRAL UNIVERSITY OF JHARKHAND



Syllabus

of

Paper – II (Descriptive)

for

Recruitment

of

Group 'B' and 'C' Non-Teaching Posts

(Advt. No. CUJ/2024-25/05 dated 9th September, 2025)

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Section Officer

The Scheme of Examination for Paper – II (Descriptive Type Test) is given below:

Section	Paper	Total Marks	Time Duration	Time Duration for VH and Cerebral Palsy Candidates and as applicable to various PWD categories	Minimum Qualifying marks of this paper out of total 100 marks
A	General English – Précis, letter writing, noting, drafting and applied English grammar	30	2 Hours	As per Government of India's Rules	1. 50% for UR 2. 45% for OBC (NC) & EWS and 3. 35% for SC/ST/PwBD categories
B	Office Procedure, Service Rules, and University Administration	40			
C	GFR, Financial Regulations and Financial Administration including book-keeping	30			
Total		100			

Indicative Syllabus of Paper – II (Descriptive Type Test): 100 Marks

i. **Section A – General English (30 Marks)**

This section of the paper will be designed to test the candidate's knowledge of English Grammar and composition, and generally their ability to understand and ability to write correct English. Evaluation will also take into account the arrangement, general expression and workman like use of the language. This section may include questions on essay writing, précis, letter writing, noting, drafting and applied grammar.

ii. **Section B – Office Procedure, Service Rules & University Administration (40 Marks)**

Office Procedure: Composition and working of a file, preparation and submission of cases, security of official information and documents, recording of files, editing and printing of important files classified under Class A, collection and printing of departmental decision, record retention schedule and weeding out of records, review of performance, punctuality, regulation of attendance and observance of proper office decorum, drafting of communication, circulation and keeping of the confidential records.

Service Rules: Advances, children education allowance, compensatory allowances, conduct rules, departmental promotion committee, deputation and foreign service, discipline rules, house allotment rules of the University, income tax, joining time, leave rules, leave travel concession (LTC), CGHS, medical attendance rules (CSMA Rules), pay, provident funds, quitting service – other than superannuation, reservations and concession in appointments, resignation and removal and dismissal, retirement on superannuation, seniority and promotion, travelling allowance, New Pension Scheme, Gender Sensitization Committee against Sexual Harassment (GSCASH) / The Sexual Harassment Of Women At Workplace (Prevention, Prohibition And Redressal) Act, 2013, RTI and Anti-Ragging provisions etc.

University Administration: This section will contain questions on University Administration, such as powers and functions of the University authorities, framing of curricula and evaluation procedures, procedure for processing cases for the University Court, Executive Council, Academic Council, Finance Committee, Procedure for making of Statutes, Ordinances and Regulations, and other matters connected with the working of the University. For this purpose candidates may go through the Act, Statutes and Ordinances of the University.

iii. **Section C – GFR, Financial Regulations and Financial Administration including book-keeping (30 Marks)**

Financial regulations, Financial Administration, GFR (General Financial Rules), Purchase procedures, Accountancy, Bank reconciliation and Taxation provisions etc.

Private Secretary

The Scheme of Examination for Paper – II (Descriptive Type Test) is given below:

Section	Paper	Total Marks	Time Duration	Time Duration for VH and Cerebral Palsy Candidates and as applicable to various PWD categories	Minimum Qualifying marks of this paper out of total 100 marks
A	General English – Précis, letter writing, noting, drafting and applied English grammar	30	2 Hours	As per Government of India's Rules	1. 50% for UR 2. 45% for OBC (NC) & EWS and 3. 35% for SC/ST/ PwBD categories
B	Office Procedure, Service Rules, and University Administration	40			
C	GFR, Financial Regulations and Financial Administration including book-keeping	30			
Total		100			

Indicative Syllabus of Paper – II (Descriptive Type Test): 100 Marks

i. **Section A – General English (30 Marks)**

This section of the paper will be designed to test the candidate's knowledge of English Grammar and composition, and generally their ability to understand and ability to write correct English. Evaluation will also take into account the arrangement, general expression and workman like use of the language. This section may include questions on essay writing, précis, letter writing, noting, drafting and applied grammar.

ii. **Section B – Office Procedure, Service Rules & University Administration (40 Marks)**

Office Procedure: Composition and working of a file, preparation and submission of cases, security of official information and documents, recording of files, editing and printing of important files classified under Class A, collection and printing of departmental decision, record retention schedule and weeding out of records, review of performance, punctuality, regulation of attendance and observance of proper office decorum, drafting of communication, circulation and keeping of the confidential records.

Service Rules: Advances, children education allowance, compensatory allowances, conduct rules, departmental promotion committee, deputation and foreign service, discipline rules, house allotment rules of the University, income tax, joining time, leave rules, leave travel concession (LTC), CGHS, medical attendance rules (CSMA Rules), pay, provident funds, quitting service – other than superannuation, reservations and concession in appointments, resignation and removal and dismissal, retirement on superannuation, seniority and promotion, travelling allowance, New Pension Scheme, Gender Sensitization Committee against Sexual Harassment (GSCASH) / The Sexual Harassment Of Women At Workplace (Prevention, Prohibition And Redressal) Act, 2013, RTI and Anti-Ragging provisions etc.

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iii. **Section C – GFR, Financial Regulations and Financial Administration including book-keeping (30 Marks)**

Financial regulations, Financial Administration, GFR (General Financial Rules), Purchase procedures, Accountancy, Bank reconciliation and Taxation provisions etc.

Assistant

The Scheme of Examination for Paper – II (Descriptive Type Test) is given below:

Section	Paper	Total Marks	Time Duration	Time Duration for VH and Cerebral Palsy Candidates and as applicable to various PWD categories	Minimum Qualifying marks of this paper out of total 100 marks
A	General English – Précis, letter writing, noting, drafting and applied English grammar	30	2 Hours	As per Government of India's Rules	1. 50% for UR 2. 45% for OBC (NC) & EWS and 3. 35% for SC/ST/PwBD categories
B	Office Procedure, Service Rules, and University Administration	40			
C	GFR, Financial Regulations and Financial Administration including book-keeping	30			
Total		100			

Indicative Syllabus of Paper – II (Descriptive Type Test): 100 Marks

i. Section A – General English (30 Marks)

This section of the paper will be designed to test the candidate's knowledge of English Grammar and composition, and generally their ability to understand and ability to write correct English. Evaluation will also take into account the arrangement, general expression and workman like use of the language. This section may include questions on essay writing, précis, letter writing, noting, drafting and applied grammar.

ii. Section B – Office Procedure, Service Rules & University Administration (40 Marks)

Office Procedure: Composition and working of a file, preparation and submission of cases, security of official information and documents, recording of files, editing and printing of important files classified under Class A, collection and printing of departmental decision, record retention schedule and weeding out of records, review of performance, punctuality, regulation of attendance and observance of proper office decorum, drafting of communication, circulation and keeping of the confidential records.

Service Rules: Advances, children education allowance, compensatory allowances, conduct rules, departmental promotion committee, deputation and foreign service, discipline rules, house allotment rules of the University, income tax, joining time, leave rules, leave travel concession (LTC), CGHS, medical attendance rules (CSMA Rules), pay, provident funds, quitting service – other than superannuation, reservations and concession in appointments, resignation and removal and dismissal, retirement on superannuation, seniority and promotion, travelling allowance, New Pension Scheme, Gender Sensitization Committee against Sexual Harassment (GSCASH) / The Sexual Harassment Of Women At Workplace (Prevention, Prohibition And Redressal) Act, 2013, RTI and Anti-Ragging provisions etc.

University Administration: This section will contain questions on University Administration, such as powers and functions of the University authorities, framing of curricula and evaluation procedures, procedure for processing cases for the University Court, Executive Council, Academic Council, Finance Committee, Procedure for making of Statutes, Ordinances and Regulations, and other matters connected with the working of the University. For this purpose candidates may go through the Act, Statutes and Ordinances of the University.

iii. Section C – GFR, Financial Regulations and Financial Administration including book-keeping (30 Marks)

Financial regulations, Financial Administration, GFR (General Financial Rules), Purchase procedures, Accountancy, Bank reconciliation and Taxation provisions etc.

Junior Engineer (Electrical)

The Scheme of Examination for Paper – II (Descriptive Type Test) is given below:

Section	Paper	Total Marks	Time Duration	Time Duration for VH and Cerebral Palsy Candidates and as applicable to various PWD categories	Minimum Qualifying marks of this paper out of total 100 marks
A	Basic Concept, Circuit Law, Magnetic Law, Basic Electronics	30	2 Hours	As per Government of India's Rules	1. 50% for UR 2. 45% for OBC (NC) & EWS and 3. 35% for SC/ST/PwBD categories
B	AC Fundamentals, Measurement and measuring instruments, Electrical Machines, Synchronous Machines	40			
C	Generation, Transmission and Distribution, Estimation and costing, Utilization of Electrical Energy	30			
Total		100			

Indicative Syllabus of Paper – II (Descriptive Type Test): 100 Marks

The standard of the questions in Engineering subjects will be at the level of Bachelor of Engineering (Electrical) from a recognized Institute, Board or University recognized by All India Board of Technical Education

i. **Section A – (30 Marks)**

Basic concepts: Concepts of resistance, inductance, capacitance, and various factors affecting them. Concepts of current, voltage, power, energy and their units.

Circuit law : Kirchhoff's law, Simple Circuit solution using network theorems.

Basic Electronics: Working of various electronic devices e.g. P N Junction diodes, Transistors (NPN and PNP type), BJT and JFET. Simple circuits using these devices.

Magnetic Circuit: Concepts of flux, mmf, reluctance, Different kinds of magnetic materials, Magnetic calculations for conductors of different configuration e.g. straight, circular, solenoidal, etc. Electromagnetic induction, self and mutual induction

ii. **Section B – (40 Marks)**

AC Fundamentals: Instantaneous, peak, R.M.S. and average values of alternating waves, Representation of sinusoidal wave form, simple series and parallel AC Circuits consisting of R.L. and C, Resonance, Tank Circuit. Poly Phase system – star and delta connection, 3 phase power, DC and sinusoidal response of R-L and R-C circuit.

Measurement and measuring instruments: Measurement of power (1 phase and 3 phase, both active and re-active) and energy, 2 wattmeter method of 3 phase power measurement. Measurement of frequency and phase angle. Ammeter and voltmeter (both moving oil and moving iron type), extension of range wattmeter, Multimeters, Megger, Energy meter AC Bridges. Use of CRO, Signal Generator, CT, PT and their uses. Earth Fault detection.

Electrical Machines: (a) D.C. Machine – Construction, Basic Principles of D.C. motors and generators, their characteristics, speed control and starting of D.C. Motors. Method of braking motor, Losses and efficiency of D.C. Machines. (b) 1 phase and 3 phase transformers – Construction, Principles of operation, equivalent circuit, voltage regulation, O.C. and S.C. Tests, Losses and efficiency. Effect of voltage, frequency and wave form on losses. Parallel operation of 1 phase /3 phase transformers. Auto transformers. (c) 3 phase induction motors, rotating magnetic field, principle of operation, equivalent circuit, torque-speed characteristics, starting and speed control of 3 phase induction motors. Methods of braking, effect of voltage and frequency variation on torque speed characteristics.

Synchronous Machines: Generation of 3-phase e.m.f. armature reaction, voltage regulation, parallel operation of two alternators, synchronizing, control of active and reactive power. Starting and applications of synchronous motors

iii. **Section C – (30 Marks)**

Generation, Transmission and Distribution: Different types of power stations, Load factor, diversity factor, demand factor, cost of generation, inter-connection of power stations. Power factor improvement, various types of tariffs, types of faults, short circuit current for symmetrical faults. Switchgears – rating of circuit breakers, Principles of arc extinction by oil and air, H.R.C. Fuses, Protection against earth leakage / over current, etc. Buchholtz relay, Merz-Price system of protection of generators & transformers, protection of feeders and bus bars. Lightning arresters, various transmission and distribution system, comparison of conductor materials, efficiency of different system. Cable – Different type of cables, cable rating and derating factor.

Estimation and costing: Estimation of lighting scheme, electric installation of machines and relevant IE rules. Earthing practices and IE Rules.

Utilization of Electrical Energy: Illumination, Electric heating, Electric welding, Electroplating, Electric drives and motors.

Technical Assistant

The Scheme of Examination for Paper – II (Descriptive Type Test) is given below:

Section	Paper	Total Marks	Time Duration	Time Duration for VH and Cerebral Palsy Candidates and as applicable to various PWD categories	Minimum Qualifying marks of this paper out of total 100 marks
A	Fundamentals of Computer	35	2 Hours	As per Government of India's Rules	1. 50% for UR 2. 45% for OBC (NC) & EWS and 3. 35% for others
B	Coding Test (Languages: C++/JAVA/ Python)	35			
C	Networking & Database	30			
Total		100			

Indicative Syllabus of Paper – II (Descriptive Type Test): 100 Marks

Computer Stream:

i. Section A – Fundamental of Computers (35 Marks)

Organization and building blocks of Computers, input & output devices, Basic Operating systems, Concept of High level, assembly level and low-level programming languages, Binary arithmetic: fixed point and floating point, Binary Internet fundamentals, Computer viruses, MS Office

ii. Section B – Coding Test (Languages: C++/JAVA/Python) (35 Marks)

C++, C, Linux, DBMS, PHP, Java, .Net, Cloud Computing, Data Structure, HTML, Javascript, Python, Database, Networks etc.

iii. Section C – Networking & Database Management (30 Marks)

Networking - OSI and TCP/IP, LAN technologies, Flow and error control techniques, Routing algorithms, Congestion control, Basics of Transport layer, Data Link layer, Network layer, IP(v4), IP(v6), Application layer protocols, (ICMP, DNS, SMTP, POP, FTP, HTTP, HTTPS), Basic concepts of hubs, switches, gateways and routers, Wireless technologies, Network security -basic concepts of public key and private key cryptography, digital signature, firewalls. Database Management – DBMS, RDBMS, ER-model, Relational Model (relational algebra, tuple calculus), Database design (integrity constraints, normal forms), Structure Query languages(SQL), File structures (sequential files, indexing, B and B+ trees), Transactions and concurrency Control No SQL Databases

Security Inspector

The Scheme of Examination for Paper – II (Descriptive Type Test) is given below:

Section	Paper	Total Marks	Time Duration	Time Duration for VH and Cerebral Palsy Candidates and as applicable to various PWD categories	Minimum Qualifying marks of this paper out of total 100 marks
A	Knowledge of Disaster Management, Security Regulations, Firefighting, etc.	100	2 Hours	As per Government of India's Rules	1. 50% for UR 2. 45% for OBC (NC) & EWS and 3. 35% for others
Total		100			

Indicative Syllabus of Paper – II (Descriptive Type Test): 100 Marks

Knowledge of disaster management techniques, Handling of fire-fighting devices and installation of fire extinguishers, Proper handling of licensed weapons-training and management of security personnel deployed for University security. Decorum and discipline of security staff – protocol norms for Independence Day and Republic Day celebrations, Security check points and strategies for full proof entry and exit system, Smooth transportation / movement within the campus-Adminstrating over all discipline in the campus, other areas relevant to the post.

Upper Division Clerk

The Scheme of Examination for Paper – II (Descriptive Type Test) is given below:

Section	Paper	Total Marks	Time Duration	Time Duration for VH and Cerebral Palsy Candidates and as applicable to various PWD categories	Minimum Qualifying marks of this paper out of total 100 marks
A	General English – Précis, letter writing, noting, drafting and applied English grammar	30	2 Hours	As per Government of India's Rules	1. 50% for UR 2. 45% for OBC (NC) & EWS and 3. 35% for others
B	Office Procedure, Service Rules, and University Administration	40			
C	GFR, Financial Regulations and Financial Administration including book-keeping	30			
Total		100			

Indicative Syllabus of Paper – II (Descriptive Type Test): 100 Marks

i. **Section A – General English (30 Marks)**

This section of the paper will be designed to test the candidate's knowledge of English Grammar and composition, and generally their ability to understand and ability to write correct English. Evaluation will also take into account the arrangement, general expression and workman like use of the language. This section may include questions on essay writing, précis, letter writing, noting, drafting and applied grammar.

ii. **Section B – Office Procedure, Service Rules & University Administration (40 Marks)**

Office Procedure: Composition and working of a file, preparation and submission of cases, security of official information and documents, recording of files, editing and printing of important files classified under Class A, collection and printing of departmental decision, record retention schedule and weeding out of records, review of performance, punctuality, regulation of attendance and observance of proper office decorum, drafting of communication, circulation and keeping of the confidential records.

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iii. **Section C – GFR, Financial Regulations and Financial Administration including book-keeping (30 Marks)**

Financial regulations, Financial Administration, GFR (General Financial Rules), Purchase procedures, Accountancy, Bank reconciliation and Taxation provisions etc.

Laboratory Assistant

The Scheme of Examination for Paper – II (Descriptive Type Test) is given below:

Section	Paper	Total Marks	Time Duration	Time Duration for VH and Cerebral Palsy Candidates and as applicable to various PWD categories	Minimum Qualifying marks of this paper out of total 100 marks
Science Stream					
A	Chemistry	35	2 Hours	As per Government of India's Rules	1. 50% for UR 2. 45% for OBC (NC) & EWS and 3. 35% for others
B	Physics	35			
C	Biology	30			
Total		100			
Engineering & Technology Stream					
A	Basic Electrical Engineering	35	2 Hours	As per Government of India's Rules	4. 50% for UR 5. 45% for OBC (NC) & EWS and 6. 35% for others
B	Basic Mechanical Engineering	35			
C	Basic Civil Engineering	30			
Total		100			
Computer Stream					
A	Fundamentals of Computer	35	2 Hours	As per Government of India's Rules	7. 50% for UR 8. 45% for OBC (NC) & EWS and 9. 35% for others
B	Coding Test (Languages: C++/JAVA/Python)	35			
C	Networking & Database Management	30			
Total		100			

Indicative Syllabus of Paper – II (Descriptive Type Test): 100 Marks

Science Stream:

i. **Section A – Chemistry (35 Marks)**

Atoms, Molecules and Chemical Arithmetic, Atomic Structure, Radioactivity and Nuclear Chemistry, The Periodic Table and Chemical Families, Chemical Bonding and Molecular Structure, Coordination Compounds, Solid State, Liquid State, Gaseous State

ii. **Section B – Physics (35 Marks)**

Introduction to Physics, The Universe: Stars, Sun, Asteroids: In a nutshell, The Solar System and Satellites, Resistance of a Conductor, Refraction of Light, Reflection of light from Spherical Mirrors, Reflection of Light, Refraction of light by Spherical Lenses, Refraction of light through a glass prism, The Human Eye and its defects, Thermal Expansion of Solids, Liquids and Gases, Mechanical Properties of Fluids, Sound: Doppler Effect and Echo, Magnetic effects of Electric Current, Waves, The Kinetic Theory of Matter, The Four Fundamental Forces, Special and General Theories of Relativity, Radioactivity, Nuclear Fission and Fusion, Motion and Mechanics, Heat and work, Electromagnetism, Electric Current, Atomic Theories.

iii. **Section C – Biology (30 Marks)**

Genetics, Economic importance of plants, Morphology of angiosperms, Digestion, respiration, excretion in humans, Plant and Animal Anatomy, Environmental Studies, Common Characteristics of Fungi, Algae, Lichen, Bryophyta, Reproductive system in humans and human disease, Human nervous system, Circulatory and endocrine system of humans, Classification of animal kingdoms.

Engineering & Technology Stream:

i. **Section A – Basic Electrical Engineering (35 Marks)**

Basic laws of Electricity, Various uses & effects of Electricity, Fuse & relays etc., Principle of Generation of Electricity, Transformers, Basics of DC and AC (both single phase & three phase) machine.

ii. **Section B – Basic Mechanical Engineering (35 Marks)**

Laws of thermodynamics and their applications, Heat Transfer by Conduction, Convection & Radiation, Basics of Internal Combustion Engine, Manufacturing Processes like Casting, Machining, forging Plastic deformation and metal forming, Gas & Arc Welding **Group - C**

iii. **Section C – Basic Civil Engineering (30 Marks)**

Basic Engineering materials like Cement, Timber, Iron & steel, Concrete; Concepts of stress & strain, Elasticity, Young's Modulus, Simple bending & shear, friction, Equilibrium of forces; Fluid Properties like Pressure, viscosity, Surface tension; Properties of soils & types of foundations; RCC and Steel Structures; Classification of surveys & Survey instrument; Construction, Planning and Management techniques.

Computer Stream:

i. **Section A – Fundamental of Computers (35 Marks)**

Organization and building blocks of Computers, input & output devices, Basic Operating systems, Concept of High level, assembly level and low-level programming languages, Binary arithmetic: fixed point and floating point, Binary Internet fundamentals, Computer viruses, MS Office.

ii. **Section B – Coding Test (Languages: C++/JAVA/Python) (35 Marks)**

C++, C, Linux, DBMS, PHP, Java, .Net, Cloud Computing, Data Structure, HTML, Javascript, Python, Database, Networks etc.

iii. **Section C – Networking & Database Management (30 Marks)**

Networking - OSI and TCP/IP, LAN technologies, Flow and error control techniques, Routing algorithms, Congestion control, Basics of Transport layer, Data Link layer, Network layer, IP(v4), IP(v6), Application layer protocols, (ICMP, DNS, SMTP, POP, FTP, HTTP, HTTPS), Basic concepts of hubs, switches, gateways and routers, Wireless technologies, Network security -basic concepts of public key and private key cryptography, digital signature, firewalls. Database Management – DBMS, RDBMS, ER-model, Relational Model (relational algebra, tuple calculus), Database design (integrity constraints, normal forms), Structure Query languages(SQL), File structures (sequential files, indexing, B and B+ trees), Transactions and concurrency Control No SQL Databases

Library Assistant

The Scheme of Examination for Paper – II (Descriptive Type Test) is given below:

Section	Paper	Total Marks	Time Duration	Time Duration for VH and Cerebral Palsy Candidates and as applicable to various PWD categories	Minimum Qualifying marks of this paper out of total 100 marks
A	Library Management	35	2 Hours	As per Government of India's Rules	1. 50% for UR 2. 45% for OBC (NC) & EWS and 3. 35% for others
B	Classification and Cataloguing	35			
C	ICT	30			
Total		100			

Indicative Syllabus of Paper – II (Descriptive Type Test): 100 Marks

i. Section A – Library Management (35 Marks)

Collection development – Types of Documents and Selection Principles, Acquisition Procedure, Acquisition of Journals and Periodicals, Preparation of Documents for use; Library Personnel and Library Committee, Library Rules and Regulations; Library Finance and Budget; Principles of Library Management, Library Organization and Structure; Use and Maintenance of the Library – Circulation, Maintenance, Shelving, Stock Verification, Binding and Preservation, Weeding out, etc.;

ii. Section B – Classification and Cataloguing (35 Marks)

Library Classification Theory and Practice: Canons and Principles, Library Classification Schemes – DDC, CC, UDC;

Library Cataloguing Theory and Practice: Canons and Principles; Library Cataloguing Codes – CCC and AACR;

Reference and Information Sources: Bibliography and Reference Sources – Types of Bibliography; Reference Sources – Dictionaries, Encyclopedias, Ready Reference Sources, etc.; Sources of Information – Primary, Secondary, Tertiary, Documentary, Non-Documentary; E- Documents, E-Books, E-Journals, etc.;

iii. Section C – ICT (30 Marks)

Information Services: Concept and need for Information; Types of Documents; Nature and organization of Information Services, Abstracting and Indexing Services; Computer based Information Services – CAS, SDI;

Information Technology: Basics Introduction to Computers; Use of computers in Library housekeeping, Library Automation; Software and software packages; Networks – DELNET, NICNET, etc.; National and International Information Systems – NISSAT, NASSDOC, INSDOC, DESIDOC, etc.

**Lower Division Clerk &
Lower Division Clerk (for caretaking the job of Guest House)
The Scheme of Examination for Paper – II (Descriptive Type Test) is given below:**

Section	Paper	Total Marks	Time Duration	Time Duration for VH and Cerebral Palsy Candidates and as applicable to various PWD categories	Minimum Qualifying marks of this paper out of total 100 marks
A	General English – Précis, letter writing, noting, drafting and applied English grammar	30	2 Hours	As per Government of India's Rules	1. 50% for UR 2. 45% for OBC (NC) & EWS and 3. 35% for others
B	Office Procedure, Service Rules, and University Administration	40			
C	GFR, Financial Regulations and Financial Administration including book-keeping	30			
Total		100			

Indicative Syllabus of Paper – II (Descriptive Type Test): 100 Marks

i. **Section A – General English (30 Marks)**

This section of the paper will be designed to test the candidate's knowledge of English Grammar and composition, and generally their ability to understand and ability to write correct English. Evaluation will also take into account the arrangement, general expression and workman like use of the language. This section may include questions on essay writing, précis, letter writing, noting, drafting and applied grammar.

ii. **Section B – Office Procedure, Service Rules & University Administration (40 Marks)**

Office Procedure: Composition and working of a file, preparation and submission of cases, security of official information and documents, recording of files, editing and printing of important files classified under Class A, collection and printing of departmental decision, record retention schedule and weeding out of records, review of performance, punctuality, regulation of attendance and observance of proper office decorum, drafting of communication, circulation and keeping of the confidential records.

Service Rules: Advances, children education allowance, compensatory allowances, conduct rules, departmental promotion committee, deputation and foreign service, discipline rules, house allotment rules of the University, income tax, joining time, leave rules, leave travel concession (LTC), CGHS, medical attendance rules (CSMA Rules), pay, provident funds, quitting service – other than superannuation, reservations and concession in appointments, resignation and removal and dismissal, retirement on superannuation, seniority and promotion, travelling allowance, New Pension Scheme, Gender Sensitization Committee against Sexual Harassment (GSCASH) / The Sexual Harassment Of Women At Workplace (Prevention, Prohibition And Redressal) Act, 2013, RTI and Anti-Ragging provisions etc.

University Administration: This section will contain questions on University Administration, such as powers and functions of the University authorities, framing of curricula and evaluation procedures, procedure for processing cases for the University Court, Executive Council, Academic Council, Finance Committee, Procedure for making of Statutes, Ordinances and Regulations, and other matters connected with the working of the University. For this purpose candidates may go through the Act, Statutes and Ordinances of the University.

iii. **Section C – GFR, Financial Regulations and Financial Administration including book-keeping (30 Marks)**

Financial regulations, Financial Administration, GFR (General Financial Rules), Purchase procedures, Accountancy, Bank reconciliation and Taxation provisions etc.

Laboratory Attendant

The Scheme of Examination for Paper – II (Descriptive Type Test) is given below:

Section	Paper	Total Marks	Time Duration	Time Duration for VH and Cerebral Palsy Candidates and as applicable to various PWD categories	Minimum Qualifying marks of this paper out of total 100 marks
A	Chemistry	30	2 Hours	As per Government of India's Rules	1. 50% for UR 2. 45% for OBC (NC) & EWS and 3. 35% for others
B	Physics	40			
C	Biology	30			
Total		100			

Indicative Syllabus of Paper – II (Descriptive Type Test): 100 Marks

Science Stream:

i. Section A – Chemistry (30 Marks)

Atoms, Molecules and Chemical Arithmetic, Atomic Structure, Radioactivity and Nuclear Chemistry, The Periodic Table and Chemical Families, Chemical Bonding and Molecular Structure, Coordination Compounds, Solid State, Liquid State, Gaseous State

ii. Section B – Physics (40 Marks)

Introduction to Physics, The Universe: Stars, Sun, Asteroids: In a nutshell, The Solar System and Satellites, Resistance of a Conductor, Refraction of Light, Reflection of light from Spherical Mirrors, Reflection of Light, Refraction of light by Spherical Lenses, Refraction of light through a glass prism, The Human Eye and its defects, Thermal Expansion of Solids, Liquids and Gases, Mechanical Properties of Fluids, Sound: Doppler Effect and Echo, Magnetic effects of Electric Current, Waves, The Kinetic Theory of Matter, The Four Fundamental Forces, Special and General Theories of Relativity, Radioactivity, Nuclear Fission and Fusion, Motion and Mechanics, Heat and work, Electromagnetism, Electric Current, Atomic Theories.

iii. Section C – Biology (30 Marks)

Genetics, Economic importance of plants, Morphology of angiosperms, Digestion, respiration, excretion in humans, Plant and Animal Anatomy, Environmental Studies, Common Characteristics of Fungi, Algae, Lichen, Bryophyta, Reproductive system in humans and human disease, Human nervous system, Circulatory and endocrine system of humans, Classification of animal kingdoms.
