

SCHEME / SYLLABUS OF THE EXAMINATION

1. **ADMINISTRATIVE OFFICER**

Selection Process: Direct Recruitment:-

The following shall be the scheme of Examination, components of written test and its syllabus etc. for the posts in the common cadre of **Administrative Officer** by direct recruitment:

I. **Scheme of the Examination:**

Written Test			Interview/ Personality Test
Objective Type (150 questions)	Time: 2 hrs	Max. marks allowed: 150 marks	Max. marks allowed: 150 marks
Descriptive Type	Time: 2 hrs	Max. marks allowed: 150 marks	
Total Marks (150+150+150)			450 marks

II. **Components of Written Test**

COMPONENTS		DURATION	
		NO. OF QUESTIONS	MARKS
A	Test of General Studies	150	150
B	Educational Administration and Management	--	150
TOTAL			300

Note:

1. The questions shall generally be on the minimum qualification level.
2. There shall be no negative marking for wrong answers.
3. The minimum qualifying marks shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PH category in each section i.e., Section-A and Section-B of the test components.
4. Answer script of Section-B of a candidate would be evaluated only if he qualifies in Section-A of test components.
5. The candidates may write Section-B of written test either in English or Hindi.

III. **Syllabus:**

Section A: Test of General Studies (Objective Type)

Questions will be designed to test the ability of the candidate's General Studies viz., General Science, current events of national and international importance, History of India and Indian National Movement, Indian and World Geography, Indian Polity & Economy, General Mental Ability. Questions on General Science will cover general appreciation and understanding of science including matters of everyday observation and experience, as may be expected of a well educated person who has not made a special study of any particular scientific discipline. In current events, knowledge of significant national and international events will be tested. In History of India, emphasis will be on broad general understanding of the subject in its social, economic and political aspects. Questions on the

Indian National Movement will relate to the nature and character of the nineteenth century resurgence, growth of nationalism and attainment of Independence. In Geography, emphasis will be on Geography of India. Questions on the Geography of India will relate to physical, social and economic Geography of the country, including the main features of Indian agricultural and natural resources. Questions on Indian Polity and Economy will test knowledge of the country's political system and Constitution of India, Panchayati Raj, Social systems and economic developments in India. On general mental ability, the candidates will be tested on reasoning and analytical abilities.

Section B: Educational Administration and Management (Descriptive Type)

The questions will be designed to test the ability of the candidate's knowledge and awareness on higher education system in India, its regulatory bodies and recent developments in the field, Basic concepts and principles of Public Administration including Organization, hierarchy, Unity of command, Span of control, Authority and Responsibility, Co-ordination, Centralization and Decentralization, Delegation, Supervision, Line and Staff.

Personnel Administration including recruitment, training, promotion, pay scale and service conditions, Union-Management Relationship.

Financial Administration including budget, formulation and execution of budget.

Application of Information Communication Technology(ICT) and other modern technologies in the University system.

IV. Personality Test / Interview:

The interview/personality test shall be conducted in such a manner that the candidates' suitability for the post is probed among other things, through academic qualifications, relevant experience, extracurricular activities, general awareness/knowledge, communication and problem solving skills and overall personality etc.

2. Professional Assistant (Library)

Selection Process: By Direct Recruitment-

The following shall be the scheme of Examination. Components of written test and its syllabus etc. for recruitment to the post of **Professional Assistant (Library)** by direct recruitment:

I. Scheme of the Examination:

Written Test			Interview/ Personality Test
Objective Type (150 questions) Paper-I	Time: 2 hrs	Max. marks allowed: 150 marks	Max. marks allowed: 50 marks
Descriptive Type Paper-II	Time: 2 hrs	Max. marks allowed: 100 marks	
Total Marks (150+100+50)			300 marks

II. Objective Type (General Awareness):

The questions will be designed to test the ability of the General Awareness of the environment around the candidate and its application in Library and

Information Science and aptitude in General English, Mathematical Ability and Computers.

III. **Descriptive type:**

The questions will be designed to test the ability of the candidate's knowledge and awareness in Library and Information Science, and recent development in the field and on the following subjects.

Knowledge and application of Library and Information Science Procedures, rules & Regulations.

Knowledge of Computers with special reference to knowledge of Library Software Packages, Word Processing, Data Analysis Packages.

Note:

1. The questions shall generally be on the minimum qualification level of the post concerned.
2. There shall be no negative marking for wrong answers.
3. The minimum qualifying marks shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PH category, applicants with Certificate / Diploma from recognized institution and proficiency in Languages as per languages books acquired in the library in each section .i.e. Paper-I and Paper II of the test components.
4. Answer script of Paper-II of a candidate would be evaluated only if he qualifies in Paper-I of test components.
5. The minimum marks for Qualifying in the interview/ personality test shall be 50%.

IV. **Personality Test/ Interview:**

The interview / personality test shall be conducted in such a manner that the candidate's suitability for the post is probed among other things, through academic qualifications, relevant experience, extra-curricular activities, general awareness/knowledge, communication and problem solving skills and overall personality etc.

3. **Senior Assistant**

Selection Process: Direct Recruitment

The following shall be the scheme of Examination, components of written test and its syllabus etc. for recruitment to the post of **Senior Assistant** by direct recruitment:

II. **Scheme of the Examination:**

Written Test			Interview/ Personality Test
Objective Type (150 questions) Paper-I	Time: 2 hrs	Max. marks allowed: 150 marks	Max. marks allowed: 50 marks
Descriptive Type Paper-II	Time: 2 hrs	Max. marks allowed: 100 marks	
Total Marks (150+100+50)			300 marks

II. **Objective Type (General Awareness):**

The questions will be designed to test the ability of the General Awareness of the environment around the candidate and its application to society, General English, Mathematical Ability and Computers. Questions will also be designed to test knowledge of current events and of such matter of everyday observation and experience in their scientific aspects as may be expected of an educated

person. The test will also include questions relating to India and its neighbouring countries, especially pertaining to History, Culture, Geography, Economic scene, General Polity, Scientific Research, basics/fundamentals of computers, sports etc. These questions will be such that they do not require a special study of any discipline.

II. Descriptive Type:

The questions will be designed to test the ability of the candidate's knowledge and awareness on higher education system in India, its regulatory bodies and recent developments in the field and on the following subjects:

Basic knowledge of the Constitution of India

Knowledge and application of Office Procedures, Rules & Regulations.

English with special reference to skill in noting/drafting.

Knowledge of Computers with special reference to knowledge of word processing, data analysis package.

Note:

1. The questions shall generally be on the minimum qualification level of the post concerned.
2. There shall be no negative marking for wrong answers.
3. The minimum qualifying marks shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PH category in each section i.e., Paper-I and Paper-II of the test components.
4. Answer script of Paper-II of a candidate would be evaluated only if he qualifies in Paper-I of test components.
5. The minimum marks for qualifying in the interview/personality test (wherever applicable) shall be 50%.

IV. Personality Test/Interview:

The interview/personality test shall be conducted in such a manner that the candidates' suitability for the post is probed among other things, through academic qualifications, relevant experience, extra-curricular activities, general awareness/knowledge, communication and problem solving skills and overall personality etc.

4. Semi Professional Assistant (Library)

Selection Process: Direct Recruitment

The following shall be the scheme of examination, component of written test and its syllabus etc. for recruitment to the post of **Semi Professional Assistant** by direct recruitment.

I. Scheme of the Examination:

Written Test			Interview/ Personality Test
Objective Type (150 questions) Paper-I	Time: 2 hrs	Max. marks allowed: 150 marks	Max. marks allowed: 50 marks
Descriptive Type Paper-II	Time: 2 hrs	Max. marks allowed: 100 marks	
Total Marks (150+100+50)			300 marks

II. **Objective Type (General Awareness):**

The questions will be designed to test the ability of the General Awareness of the environment around the candidate and its application in Library and Information Science and aptitude in General English, Mathematical Ability and Computers.

III. **Descriptive type:**

The questions will be designed to test the ability of the candidate's knowledge and awareness in Library and Information Science, and recent development in the field and on the following subjects.

Knowledge and application of Library and Information Science Procedures, rules & Regulations.

Knowledge of Computers with special reference to knowledge of Library Software Packages, Word Processing, Data Analysis Packages.

Note:

1. The questions shall generally be on the minimum qualification level of the post concerned.
2. There shall be no negative marking for wrong answers.
3. The minimum qualifying marks shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PH category, applicants with Certificate / Diploma from recognized institution and proficiency in Languages as per languages books acquired in the library in each section .i.e. Paper-I and Paper II of the test components.
4. Answer script of Paper-II of a candidate would be evaluated only if he qualifies in Paper-I of test components.
5. The minimum marks for Qualifying in the interview/ personality test shall be 50%.

IV. **Personality Test/ Interview:**

The interview / personality test shall be conducted in such a manner that the candidate's suitability for the post is probed among other things, through academic qualifications, relevant experience, extra-curricular activities, general awareness/knowledge, communication and problem solving skills and overall personality etc.

5. **Library Attendant [MTS (Library)]**

Selection Process: Direct Recruitment

The following shall be the scheme of Examination, components of written test and its syllabus etc. for recruitment to the post of **M.T.S. Library** by the direct recruitment:

I. **Scheme of the Examination:**

Written Test			Interview/ Personality Test
Objective Type (75 questions) Paper-I	Time: 1 hrs	Max. marks allowed: 150 marks	Max. marks allowed: 50 marks
Descriptive Type Paper-II	Time: 1 hrs	Max. marks allowed: 100 marks	
Total Marks (150+100+50)			300 marks

- A. Simple English, General Awareness and Mathematical Calculation of 8th standard
- B. General awareness / Library aptitude.

Note:

1. The questions shall generally be on the minimum qualification level of the post concerned.
2. There shall be no negative marking for wrong answers.
3. The minimum qualifying marks shall be 45% for the unreserved posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PH category, applicants with Certificate / Diploma from recognized institution and proficiency in Languages as per languages books acquired in the library in each section .i.e. Paper-I and Paper II of the test components.
4. Answer script of paper-II of a candidate would be evaluated only if he qualifies in paper-I of test components.
5. The minimum marks for Qualifying in the interview/ personality test shall be 50%.

C. Personality Test/ Interview:

The interview / personality test shall be conducted in such a manner that the candidate's suitability for the post is probed among other things, through academic qualifications, relevant experience, extra-curricular activities, general awareness / knowledge, communication a problem solving skills and overall personality etc.

6. **Computer Laboratory Attendant [MTS (Computer)]**

Selection Process: Direct Recruitment

Candidates are required to appear in a written test to adjudge the basic knowledge as per the requirement of the post. The selection shall be based on performance of the candidates in the written test and interview.