



CENTRAL UNIVERSITY OF RAJASTHAN
N.H-8, BANDARSINDRI, KISHANGARH – 305817
DISTRICT – AJMER (RAJASTHAN) INDIA

Syllabus for Written test and Skill Test for the post of Assistant (UR-03, UR-HH-01 and OBC-01)

Step-I: On the basis of minimum academic qualifications, age and relevant experience, the applicants will be made Eligible, Provisionally Eligible and Not Eligible. The list of eligibility of the candidates will be displayed on the University Website, and grievances (if any) will be invited through email from all the candidates.



Step-II: After considering the grievance, the list of eligible candidates for written test / skill test will be notified on the University Website. The Criteria for the written examination is as follows:

Subject	Number of Questions	Maximum Marks	Duration
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	50	50	1 hour
Language of the paper will be English only. Each correct answer will carry one mark and for each wrong answer, 0.25 mark will be deducted.			

The Criteria for the skill test is as follows:

Subject	Maximum Marks	Duration
MS Word	20	1 hour
MS Excel	20	
MS Power Point	10	



Step-III: Selection of the candidates in order of merit.

Weightage:

Criteria	Weightage/ Marks (Max.)
Candidate who obtained : - <ul style="list-style-type: none"> • First Class in Secondary / Senior Secondary / Graduation will obtain three marks for each degree • Second Class in Secondary / Senior Secondary / Graduation will obtain two marks for each degree • Pass in Secondary / Senior Secondary / Graduation will obtain one mark for each degree 	9
Experiences at the level of LDC/UDC or equivalent or on higher post, beyond the minimum experience required for the post will be entitled to get two marks per year (maximum upto 16 marks)	16
Written Test Marks (80% of the marks secured)	40
Skill Test (70% of the marks secured)	35
Total	100

Schedule of Written Test and Skill Test

Date, Time and Venue of Written Test	Date, Time and Venue of Document Verification	Date, Time and Venue of Skill Test
23.02.2019 – 10.00 AM Central University of Rajasthan	23.02.2019 – 12.00 noon Central University of Rajasthan	23.02.2019 – 01.00 PM Central University of Rajasthan

Note: A committee will verify the certificates and documents pertaining to Qualifications and Experience etc. If the verification reveals that the claim is false, the candidature will terminate forthwith without assigning any further reasons and without prejudice to such further actions as may be taken under the provisions of Indian Panel Code for production of false information / certificate (wherever applicable).