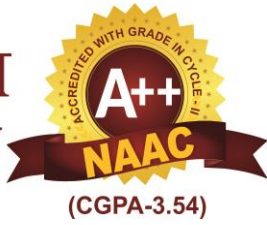




# राजस्थान केन्द्रीय विश्वविद्यालय CENTRAL UNIVERSITY OF RAJASTHAN



## Syllabus and Schedule of Skill / Trade Test for recruitment on various non-teaching posts to be filled through outsourced agency.

### 1. Scheme / Criteria for Skill / Trade Test for the post of Section Officer

Date & Time of Skill/Trade Test: 31.01.2025 (09:00 AM)

Subject	Max. Marks	Description
Test in MS Word (Skill in noting and drafting)	40	
Test in MS Excel (Data Analysis, subject / work profile of the Post )	40	
Presentation in MS Power Point	20	
<b>Total marks</b>	<b>100</b>	<b>Qualifying Marks: 35</b>

### 2. Scheme / Criteria for Skill / Trade Test for the post of Upper Division Clerk

Date & Time of Skill/Trade Test: 31.01.2025 (09:00 AM)

Subject	Max. Marks	Description
Test in MS Word (Communication skills and work profile of the post )	40	
Test in MS Excel (Data Analysis, subject / work profile of the Post )	40	
Presentation in MS Power Point	20	
<b>Total marks</b>	<b>100</b>	<b>Qualifying Marks: 35</b>

### 3. Scheme / Criteria for Skill / Trade Test for the post of Lower Division Clerk

Date & Time of Skill/Trade Test: 30.01.2025 (09:00 AM)

Subject	Max. Marks	Description
<b>Post: Lower Division Clerk</b> Typing Speed Test in English or Hindi* on Computer: 10 min.	10 marks (Beyond 35 wpm in English / 30 wpm in Hindi, every increment of one correct word per minute will be awarded with 0.5 mark)	<b>Qualifying Criteria:</b> Minimum typing speed of 35 wpm in English OR 30 wpm in Hindi

#### Computer Skill Test:

Subject	Max. Marks	Description
Test in MS Word (Communication skills and work profile of the post )	40	
Test in MS Excel (Data Analysis, subject / work profile of the Post )	40	
Presentation in MS Power Point	20	
<b>Total marks</b>	<b>100</b>	<b>Qualifying Marks: 35</b>

**4. Scheme / Criteria for Skill / Trade Test for the post of Assistant**

**Date & Time of Skill/Trade Test: 01.02.2025 (09:00 AM)**

Subject	Max. Marks	Description
Test in MS Word (Skill in noting and drafting)	40	
Test in MS Excel (Data Analysis, subject / work profile of the Post )	40	
Presentation in MS Power Point	20	
<b>Total marks</b>	<b>100</b>	<b>Qualifying Marks: 35</b>

**5. Scheme / Criteria for Skill / Trade Test for the post of Store Keeper**

**Date & Time of Skill/Trade Test: 01.02.2025 (09:00 AM)**

Subject	Max. Marks	Description
<b>Post: Store Keeper</b> Typing Speed Test in English or Hindi* on Computer: 10 min.	10 marks (Beyond 35 wpm in English / 30 wpm in Hindi, every increment of one correct word per minute will be awarded with 0.5 mark)	<b>Qualifying Criteria:</b> Minimum typing speed of 35 wpm in English OR 30 wpm in Hindi

**Computer Skill Test:**

Subject	Max. Marks	Description
Test in MS Word (Communication skills and work profile of the post )	40	
Test in MS Excel (Data Analysis, subject / work profile of the Post )	40	
Presentation in MS Power Point	20	
<b>Total marks</b>	<b>100</b>	<b>Qualifying Marks: 35</b>

**6. Scheme / Criteria for Skill / Trade Test for the post of Technical Assistant**

**Date & Time of Skill/Trade Test: 07.02.2025 (09:00 AM)**

Subject	Max. Marks	Description
Hands-on Laboratory Practices, Basic Principles & Operation of various Instruments and other relevant Laboratory Tools (Subject / Department Concerned)	50	
<b>Total marks</b>	<b>50</b>	<b>Qualifying Marks:</b> 18

**7. Scheme / Criteria for Skill / Trade Test for the post of Laboratory Assistant**

**Date & Time of Skill/Trade Test: 02.02.2025 (09:00 AM)**

Subject	Max. Marks	Description
Hands-on Laboratory Practices, Basic Principles of various Instruments and other relevant Laboratory Tools	50	
<b>Total marks</b>	<b>50</b>	<b>Qualifying Marks: 18</b>

**8. Scheme / Criteria for Skill / Trade Test for the post of Laboratory Attendant**  
**Date & Time of Skill/Trade Test: 03.02.2025 (09:00 AM)**

<b>Subject</b>	<b>Max. Marks</b>	<b>Description</b>
Hands-on Laboratory Practices, Basic Principles of various Instruments and other relevant Laboratory Tools	50	
<b>Total marks</b>	<b>50</b>	<b>Qualifying Marks: 18</b>

**9. Scheme / Criteria for Skill / Trade Test for the post of Multi-Tasking Staff**  
**(MTS)**

**Date & Time of Skill/Trade Test: 04.02.2025 and 05.02.2025 (09:00 AM)**

<b>Subject</b>	<b>Max. Marks</b>	<b>Description</b>
Hands-on practices and duties of MTS like physical maintenance of records, general cleanliness & upkeep, carrying of files & other papers, photocopying, sending of FAX etc., other non-clerical work, assisting in routine office work like diary, despatch etc., including on computer, watch & ward duties, driving of vehicles, upkeep of parks, lawns, potted plants, etc.	50	
<b>Total marks</b>	<b>50</b>	<b>Qualifying Marks: 18</b>

**Note:**

**You are requested to bring all the relevant documents in original on the day of Skill/Trade Test for document verification.**