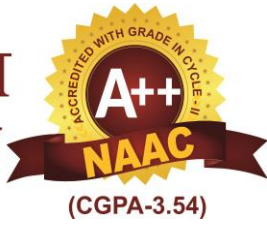




राजस्थान केन्द्रीय विश्वविद्यालय CENTRAL UNIVERSITY OF RAJASTHAN



Syllabus for Skill / Trade Test, Written Test for 'Group-B and C' post for recruitment on various non-teaching posts (Advt. No. 1542 dated 04.08.2023)

(A) GROUP 'B' POSTS [from Pay Level 06 to 09]

Scheme / Criteria for Skill / Trade Test for Group 'B' posts

Posts: Private Secretary, Personal Assistant

Subject	Duration Max.: 1h35m	Max. Marks	Description
Dictation of test passage in English and/ or Hindi at the speed of words per minute as specified in the RR of the post	10 min.	10	
Transcription: on Computer	English: 40 min. / Hindi: 55 min.	20	
Computer proficiency (Typing Skill, Word Processing, Spread sheet, Internet, E-mail communication, etc.)	30 min.	20	
Total marks		50	Qualifying Marks: 18

Note: Dictation of trial passage of 02 minutes duration will be given before the test passage in English / Hindi.

Posts: Assistant

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	
Total marks	100	Qualifying Marks: 35

Posts: Professional Assistant (Library cadre)

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	
Total marks	100	Qualifying Marks: 35

Note: The result of the Skill Test will be prepared and displayed on the Notice Board / University website. On the basis of qualifying mark in the Skill Test, the successful candidates will be scrutinized and only eligible candidates will be called for written test accordingly.

Criteria and Components of Written test for Group 'B' posts:

Multiple Choice Questions (MCQs):

S. No.	Subject	No. of MCQs	Max. Marks	Duration
1.	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 etc.	50	50	1.5 hours
2.	Questions relevant to subject / work profile of the Post	50	50	
Total		100	100	Qualifying marks: 35

Note- Language of the test paper will be English only. Each correct answer will carry 01 mark and for each wrong answer, 0.25 marks will be deducted. Qualifying marks in written test will be 35.

(B) GROUP 'C' POSTS [from Pay Level 01 to 05]

Scheme / Criteria for Skill / Trade Test for Group 'C' posts

Post: Statistical Assistant

Subject	Max. Marks	Description
The Skill Test shall be conducted in a manner to check the practical knowledge of the candidate in the use of: Computer Programme Language, Application Software and Analysis of the Datasets Statistically. Word Processing Packages (MS-Word), Spread sheets (MS-Excel) and Programming Knowledge in R with Statistical Analysis of given data, Power Point Presentation.	50	
Total marks	50	Qualifying Marks: 18

Posts: Lower Division Clerk

Trade Test: Only for the post of Lower Division Clerk

Subject	Max. Marks	Description
Post: Lower Division Clerk 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)	Qualifying Criteria: Minimum typing speed of 35 wpm in English OR 30 wpm in Hindi

Computer Skill Test: Lower Division Clerk

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)	30	
Presentation in MS Power Point	20	
Total marks	100	Qualifying Marks: 35

Post: Driver

Subject	Max. Marks	Description
Hands-on Driving Practices, Rules & Regulations of Traffic, Driving of Four & Six Wheelers etc.	50	
Total marks	50	Qualifying Marks: 18

Posts: Cook, Kitchen Attendant

Subject	Max. Marks	Description
Hands-on Kitchen Practices, Kitchen Safety Guidelines, Rules & Regulations etc.	50	
Total marks	50	Qualifying Marks: 18

Posts: Laboratory Attendant

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

Posts: Dresser

Subject	Max. Marks	Description
Hands-on practices/ Work Profile, duties of the concerned post	50	
Total marks	50	Qualifying Marks: 18

Note: The result of the Skill Test will be prepared and displayed on the Notice Board / University website. On the basis of qualifying mark in the Skill Test, the successful candidates will be scrutinized and only eligible candidates will be called for written test accordingly.

Criteria and Components of Written test for Group 'C' posts:

Multiple Choice Questions (MCQs)

S. No.	Subject	No. of MCQs	Max. Marks	Duration
1.	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 etc.	50	50	1.5 hours
2.	Questions relevant to subject / work profile of the Post	50	50	
Total		100	100	

Note- Language of the test paper will be English only. Each correct answer will carry 01 mark and for each wrong answer, 0.25 marks will be deducted. Qualifying marks in written test will be 35.

- For any solution related to recruitment on non-teaching positions, you may send e-mail or contact at the following giving details:

E-mail Address: recruitment.cell@curaj.ac.in

Landline Number: 01463 - 257528, 257517

Recruitment Cell, CURAJ