

SECTION D

SCHEME OF EXAMINATION OF NON-TEACHING STAFF ON DIRECT RECRUITMENT

The followings shall be the Scheme of Examination components of Written Test (Paper-I & Paper-II)- Skill Test & Interview/Personality Test and its syllabus for recruitment to the non-teaching posts by direct recruitment:

A. Paper – I (MCQ Type) for all non-teaching posts:

Paper – I (MCQ Type)	Test Components	Duration: 2 hours	
		No. of Questions	Marks
(i)	General Awareness	30	60
(ii)	Reasoning Ability	35	70
(iii)	Mathematical Ability	35	70
(iv)	Test of Language: English Or Hindi	30	60
(v)	Computer Awareness	20	40
Total		150	300

*15 minutes extra per hour would be given to Visually Handicapped and Cerebral Palsy candidates.

Syllabus:

- (i) General Awareness:** Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions relating to India and its neighboring countries, especially pertaining to History, India Policy & Constitution. Art & Culture, Geography, Economics, General Policy. Science & Scientific Research. National/ International Organizations/ Institutions events etc.
- (ii) Reasoning Ability:** The syllabus includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities. Differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.
- (iii) Mathematical Ability:** The test will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, and Profit & Loss. Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.
- (iv) Test of English or Hindi:** In addition to the testing of candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms, and its correct usage etc. would also be tested.
- (v) Knowledge of Computer:** The test will cover Computer Fundamentals, Basic Applications of Computer, Components of Computer, Computer Hardware & Software, Operating systems, Word Processing, Internet, and Security & Networking etc.

B. Paper – II (MCQ) for following posts:

Duration: 01 & 1/2 Hour		Questions: 50	Marks: 100
S. No.	Name of Post	Syllabus	
1.	Assistant Registrar	1. Establishment/ Financial Matters: Advances, Children Education Allowance, Compensatory Allowances, CCS (Conduct) Rules, Departmental Promotion Committee, MACP, Deputation and Foreign Service, CCS(CCA)-Rules, House Allotment Rules, Income Tax, Joining Time, Leave Rules, Leave Travel Concession (LTC), CGHS, Medical Attendance Rules (CSMA Rules), Pay & Allowances, Pay Fixation, Provident Fund, Pension Rules, Reservations and Concession in appointments, Resignation, Removal and Dismissal, Retirement on Superannuation, Seniority and Promotion, Travelling Allowance, National Pension System and other Establishment matters, General Financial Rules-2017, Procurement of Goods and Services, works, PFMS, CAN Account, Treasury Single Account (TSA) (40 Questions) 2. 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 Statues, Ordinances and Regulations, and other matters connected with the working of the University. For this purpose candidates may go through the Act, Statues and Ordinances of the University. (10 Questions)	
2.	Section Officer		
3.	Senior Assistant		
4.	System Analyst	The questions will be designed to test the domain knowledge of the candidate of word processing, data analysis packages, Computer Applications, Components of Computer, Hardware & Software, Operating systems, Word Processing, Internet, and Security & Networking etc, and other related fields pertaining to the job. (50 Questions)	
5.	Assistant Librarian	The questions will be designed to test the domain knowledge commensurating with essential qualification and function requirement of the post. (50 Questions)	
6.	Public Relations Officer	The questions will be designed to test the domain knowledge commensurating with essential qualification and function requirement of the post. (50 Questions)	
7.	Research Officer	The questions will be designed to test the domain knowledge commensurating with essential qualification/relevant field and function requirement of the each post. (50 Questions)	

8.	Executive Engineer (Electrical)	1. Knowledge of CPWD work manual, Tendering Process and various provisions of General conditions of Contract, type of Contract etc. 2. Preparation of ARMO estimate/detailed estimate for civil/electrical works based on DSR/Plinth Area Rates. 3. Provisions of Building & Service maintenances as per CPWD maintenance manual. 4. Purchase procedure as per GFR, GEM etc. 5. Arbitration & conciliation Act 1996. 6. CPWD specification for design of internal & external electrification work, substation, fire alarm & fire fighting system, HVAC, pumping VRV/VRF, Audio-Visual System lifts, DG sets, Gas based fire extinguishing system. Solar Photovoltaic Power Plant etc. 7. Energy conservation code, electricity rules, electricity safety rules etc. 8. Quality Assurance Policy for E&M services. 9. Various BIS Code related to E&M services. (50 Questions)
9.	Executive Engineer (Civil)	1. Knowledge of CPWD work manual, Tendering Process and various provisions of General conditions of Contract, type of Contract etc. 2. Preparation of ARMO estimate/detailed estimate for civil/electrical works based on DSR/Plinth Area Rates. 3. Provisions of Building & Service maintenances as per CPWD maintenance manual. 4. Purchase procedure as per GFR, GEM etc. 5. Arbitration & conciliation Act 1996. 6. CPWD specification for Design of accessible built environment, Rain Water Harvesting & conservation, Green rating of buildings. Planning & Designing of RCC structure(s), Road, Water supply and plumbing work. 7. Statutory approval process for construction of Building 8. Knowledge of various BIS code applicable to Civil Engineering 9. Quality assurance for building & Road work. 10. Appointment of Architect/consultant for Building construction. (50 Questions)
10.	Junior Engineer (Civil)	The question will be designed to test the domain knowledge of candidate in Building materials, surveying, soil mechanics, Hydraulics, Environmental Engineering, structure and concrete technology, RCC design & other related filed pertaining to job. (50 Questions)

11.	Computer Operator	Subject specific laboratory based practical questions and knowledge of Computers with special reference to word processing and data analysis packages etc, and other related fields pertaining to the job. (50 Questions)
12.	Professional Assistant	The questions will be designed to test the domain knowledge commensurating with essential qualification and function requirement of the post. (50 Questions)
13.	Assistant Archivist	The questions will be designed to test the domain knowledge commensurating with essential qualification and function requirement of the post. (50 Questions)
14.	Semi Professional Assistant	The questions will be designed to test the domain knowledge commensurating with essential qualification and function requirement of the post. (50 Questions)
15.	Assistant Manager (Guest House)	The questions will be designed to test the domain knowledge commensurating with essential qualification and function requirement of the post. (50 Questions)
16.	Statistical Assistant	The questions will be designed to test the domain knowledge commensurating with essential qualification and function requirement of the post. (50 Questions)

C. Skill Test for following posts: (Qualifying)

S. No.	Name of Post	Syllabus		
1.	Private Secretary	Stenography Skill Test (Qualifying)	Duration of Dictation	Transcription Time
			10 Minutes @ 120 WPM in English @ 100 WPM in Hindi	50 Minutes in English 60 Minutes in Hindi
		(Not more than 5% mistakes are permissible)		
2.	Personal Assistant	Stenography Skill Test (Qualifying)	Duration of Dictation	Transcription Time
			10 Minutes @ 100 WPM in English OR Hindi	40 Minutes in English 55 Minutes in Hindi
		(Not more than 5% mistakes are permissible)		
3.	Stenographer	Stenography Skill Test (Qualifying)	Duration of Dictation	Transcription Time
			10 Minutes @ 80 WPM in English OR Hindi	50 Minutes in English 65 Minutes in Hindi
		(Not more than 5% mistakes are permissible)		
4.	Assistant	Skill Test – Typing (Qualifying)	Test Components	
5.	Junior Assistant		35 WPM in English	

			30 WPM in Hindi	
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D. Interview / Personality Test for ALL POSTS OF GROUP A : (100 Marks)

- i. 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.
- ii. The weightage for written test (Paper-I & Paper-II) will be 70% and for Interview/ Personality Test will be 30%, wherever applicable.

Note:

1. The question paper would be bilingual (English and Hindi), except part (iv) of Paper-I (*Test of Language: English Or Hindi*) and the applicant will have the option to respond in either of the languages.
2. The minimum qualifying marks to be secured in Paper I & Paper II (wherever applicable) shall be as follows:
 - i. For General/EWS candidates: 40%
 - ii. For OBC (NCL) candidates: 35%
 - iii. For SC/ST/PwD candidates: 35%
3. Skill test will be conducted as under:
 - a. Private Secretary/Personal Assistant/Stenographer: 10 times of the Number of vacancies.
 - b. Assistant/Junior Assistant: 5 times of the Number of vacancies.
4. The number of candidates for interviews/personality test (wherever applicable) will be called 15 times of the vacancies for the respective posts.
5. Relaxation in qualifying marks or any other relaxation in the test, if any for the reserved categories shall be extended as per the Govt. of India guidelines as amended from time to time.
6. The University reserves the right to decide the Cut-off mark to short listing the candidates as deemed fit.
7. There shall be negative marking for wrong answers in paper I and paper II to the tune of 1/4th of marks allocated per question.
8. In case of direct recruitment of Group A posts, the merit shall be drawn only for candidates who qualify paper I, paper II (wherever applicable) and Personality Test/Interview separately. The merit shall be drawn on the basis of combined scores of paper I, paper II (wherever applicable) and Personality Test/Interview. However, the weightage will be 70% for written examination and 30% for Personality Test/Interview.
9. In case of bunching /bracketing of candidates in the results of the written test the priority/merit list would be decided as follows:
 - a) The candidate having more marks in aggregate in the examination/degree/ diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - b) In case of further bunching /bracketing of candidates, candidate senior in age will be given preferences.
 - c) In case option at (a) and (b) is exhausted, it will be decided through draw of lots.

10. Trade Test/Practical Test, wherever applicable, will be conducted by JNU. The modalities of the same will be decided by the competent authority of JNU.