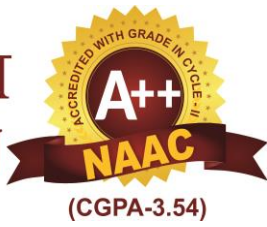




राजस्थान केन्द्रीय विश्वविद्यालय CENTRAL UNIVERSITY OF RAJASTHAN



Syllabus for Skill / Trade Test, Written Test for 'Group-B and C' post for recruitment on various non-teaching posts (Advt. No. 4411 dated 13.03.2024)

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

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

Post: Section Officer

| 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 |

Post: Junior Translator

| Subject | Max. Marks | Description |
|--|------------|-----------------------------|
| 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 '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:** Upper 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) | 40 | |
| Presentation in MS Power Point | 20 | |
| Total marks | 100 | Qualifying Marks: 35 |

Post: Cook, Kitchen Attendant

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

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**