



SCHEME OF EXAMINATION-2023

Scheme of Examination for Direct Recruitment to Administrative /Non-teaching /Library Cadre posts.

The following shall be the scheme of Examination, components of Written Test (Paper-I & Paper -II), Skill Test, Interview / Personality Test (wherever applicable) and the syllabus for examination for administrative /non-teaching /library cadres posts by direct recruitment.

A. Paper-I(MCQ Type) for all Administrative /non-teaching/ Library Cadre 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

Note :- Extra time will be given to the PwD candidates as per applicable rules/orders of the Govt. of India.

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 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 neighbouring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations/Institutions national and international 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.

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(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, 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, it's Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.
(v)	Computer Awareness : The test will cover Computer Fundaments, 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 : 1 ½Hours		Questions : 50	Marks : 100
Sl. No.	Name of Post	Syllabus	
01.	Deputy Registrar	<p>1.Establishment/Financial Matters: Basics of FR&SR and constitutional provisions relating to service 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)</p> <p>2.University Administration: This section will contain questions on Visva-Bharati Act 1951, UGC Act 1956, 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, Institute Board, Research Board, Building and Campus Committee etc. Procedure for making of Statues, Ordinances, Regulations of the Statutory Body of the University. For this purpose, the candidates may go through act, Statute, Ornances, Regulations and orders of the University. The candidates are also expected to have an understanding of the history, heritage and achievement of Visva-Bharati. (10 Questions)</p>	
02.	Assistant Registrar		
03.	Section Officer		
04.	Assistant /Senior Assistant		
05.	Senior System Analyst		
		<p>Questions will be designed to test the domain knowledge of the candidate in word processing, data analysis packages,</p>	


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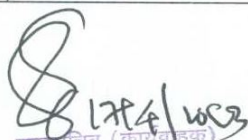
06.	System Programmer	Computer Applications, Components of Computer, Hardware & Software, Operating systems, Word processing, Internet and Security & Networking, Website design & maintenance, Programming languages etc. and other related fields pertaining to the job. (50 Questions)
07.	Assistant Engineer (Civil)	Questions will be designed to test the domain knowledge of the candidates in Building Materials, Surveying, Soil Mechanics, Hydraulics, Environmental, Structural Engineering, Concrete Technology, RCC Designs (RCC Beams & Steel Design), Contract management / quality control / Project management, Safety management, knowledge of CAD & other engineering drawing software etc, and other related fields pertaining to the job. (50 Questions)
08.	Junior Engineer (Civil)	
09.	Assistant Engineer (Electrical)	Questions will be designed to test the domain knowledge of the candidates in Basic Electric Engineering, Electrical Machines & General Transmission & Distribution, Contract management / quality control / Project management, Safety management, knowledge of CAD & other engineering drawing software etc. and other related fields pertaining to the job. (50 Questions)
10.	Junior Engineer (Electrical)	
11.	Senior Technical Assistant	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.	Technical Assistant	
13.	Professional Assistant	Library Aptitude, Operation Test: Knowledge and application of Library and Information Science Procedures, Rules and Regulations. Knowledge of computers with special reference to knowledge of Library Software packages of word processing, data analysis packages, Analog audio/video tapes/cassettes identification, arrangements, cataloguing and preservation of digital audio /video files identification and management through software. Basic knowledge of broadcast audio/video parameters. Virtual reference services, stock verification, digital library, website development and maintenance, cloud storage and server, remote access & discovery services, research tools, research data handling, Library networking & resource sharing, other spheres of library operation/services. (50 Questions)
14.	Semi Professional Assistant	
15.	Library Assistant	Library Aptitude, Operation Test: The question will be designed to test the ability of the candidate's basic knowledge and awareness on library and information science and recent development on the following areas: Knowledge and application of procurement of resources including e-resources, technical processing, procedures, rules & regulations, various library operation and services. Knowledge of information communication technology (ICT), recent development in the field of ICT with special reference to library automation software,

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		open source software, word processing software etc. Knowledge of National Digital Library, role of INFLIBNET, Institutional Repository, plagiarism, Information Retrieval, stock verification etc. (50 Questions)
16.	Library Attendant	Library Aptitude Test, Library Operation etc : Question will be designed to test the knowledge and awareness on Library and Information Science and recent development in the field of library science, basic knowledge on computer. The question may be from all the spheres of library science in terms of current context. (50 Questions)

C. Skill Test for following posts: (Qualifying)

Sl. No.	Name of the posts	Syllabus		
01.	Private Secretary / PA Level B	Stenography Skill Test (Qualifying)	Duration of Dictation	Transcription Time
			10 Minutes @ 120 WPW in English	50 Minutes in English
			Not more than 5% mistakes are permissible	
02.	Personal Assistant /PA Level C	Stenography Skill Test (Qualifying)	Duration of Dictation	Transcription Time
			10 Minutes @ 100 WPW in English	40 Minutes in English
			Not more than 5% mistakes are permissible	
03.	Stenographer	Stenography Skill Test (Qualifying)	Duration of Dictation	Transcription Time
			10 Minutes @ 80 WPW in English	50 Minutes in English
			Not more than 5% mistakes are permissible	
04.	Upper Division Clerk /Office Assistant	Skill Test – Typing (Qualifying)	Test Components	
05.	Lower Division Clerk/Junior Office Assistant cum Typist		35 wpm in English	


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06.	Library Assistant	Skill Test – Typing (Qualifying)	30 wpm in English
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D. Practical/Trade Test for following posts : (Qualifying)

Sl. No.	Name of the post	Group /Pay Level	Practical/Trade Test (to be conducted by the University)
1.	Senior Technical Assistant	Group B/Level -6	Practical
2.	Technical Assistant	Group C/Level -5	Practical
3.	Laboratory Assistant	Group C/ Level -4	Practical
4.	Library Assistant	Group C/ Level -4	Practical (Accession, Cataloguing , Classification Software)
5.	Laboratory Attendant	Group C/ Level -1	Trade Test

Note:The University reserves the right to conduct or not conduct Practical /Trade Test wherever deemed fit. The University also reserves the right to conduct Practical /Trade Test for the post(s) not mentioned above as per the requirement. The detail modalities/guidelines will be decided by the Competent Authority of the University as per requirement.

E. Interview /Personality Test for All posts of Group A (Pay Level-10 & above) :- 100 Marks

1.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.

2.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 will be in bilingual (English or Hindi), except part (iv) of paper-I (Test of the 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 (whether applicable) shall be as follows:

- (i) For General /EWS candidates : 40%
- (ii) For OBC (NCL) candidates : 35%
- (iii) For SC/ST/PwD candidates : 35%



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3. The University reserves the right to decide the Cut-off marks for shortlisting of candidates.
4. There shall be negative marking for wrong answers in Paper I and Paper II to the tune of $\frac{1}{4}$ th mark allocated per question.
5. In case of direct recruitment for Group A posts, the merit list shall be drawn only for candidates who qualify in paper I, Paper II (wherever applicable) and Personality Test / Interview separately. Merit shall be judged 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.


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