

CENTRAL UNIVERSITY OF PUNJAB

Methods, Procedure and Syllabus for Appointment of Non-Teaching Staff under Direct Recruitment

Sl. No.	Name of Post(s)	Methods, Procedure and Syllabus for Appointment under Direct Recruitment
1.	Finance Officer	Appointment under Direct Recruitment through Interview
2.	Deputy Librarian	Appointment under Direct Recruitment through Interview
3.	Deputy Registrar	<p>Appointment under Direct Recruitment through Written Test and Personal Interview:</p> <p>Paper- I: 100 Marks of Objective type written test (2 hours duration) comprising 100 MCQs (each MCQ carrying 1 mark) based on Reasoning Ability, Mathematical Ability, General Knowledge, General Studies, Current Events, Language Proficiency in English and Hindi, computer knowledge, domain knowledge of the establishment, accounts, examinations, stores and purchase etc. – <i>50% marks for qualifying the test.</i></p> <p>Paper-II: 100 Marks of descriptive type written test (2 hours duration) comprising subjective questions (5 to 10 questions) related to Central University Act, Statute, Ordinance, GoI/UGC/AICTE/NCTE/university rules & regulations, Service Conditions, CCS Rules, GFR, FRSR, NPS, etc., Labour Laws, RTI Act-2005, and matters related to Higher Education – NEP-2020, topics related to centre of excellence, institute of national importance etc., computer knowledge, knowledge on office procedure, noting and drafting (includes précis writing, comprehension, letter writing and various other forms of office communications), report writing – <i>50% marks for qualifying the test.</i></p> <p>Personal Interview: The answer scripts of the candidates for the Paper-II shall be evaluated only for those candidates who secure the minimum qualifying marks in Paper-I (50% marks). The candidates who secure 50% marks in Paper-II shall be called for personal interview in the 1:15 ratio. The final selection shall be made based on the performance of candidates in the personal interview only.</p>
4.	Information Scientist	<p>Appointment under Direct Recruitment through Written Test and Personal Interview:</p> <p>Paper- I: 100 Marks of Objective type written test (2 hours duration) comprising 100 MCQs (each MCQ carrying 1 mark) based on Reasoning ability, Mathematical Ability, General Knowledge, General Studies, Current Events, Language Proficiency in English and Hindi, basics of computer and information technology – <i>50% marks for qualifying the test.</i></p> <p>Paper-II: 100 Marks of descriptive type written test (2 hours duration) comprising subjective questions (5 to 10 questions) related to University system, Central University Act, Statute, Ordinance, basics of information technology, database management system, networking and internet, data</p>

		<p>structure, library automation and security, Library and Information Policy at the National Level, Library resource sharing and networking, library and information profession, classification, cataloguing and indexing, bibliographic services, reference and information services, referral services, national and international information systems, knowledge on office procedure, noting and drafting (includes précis writing, comprehension, letter writing and various other forms of office communications), report writing – <i>50% marks for qualifying the test.</i></p> <p>Personal Interview: The answer scripts of the candidates for the Paper-II shall be evaluated only for those candidates who secure the minimum qualifying marks in Paper-I (50% marks). The candidates who secure 50% marks in Paper-II shall be called for personal interview in the 1:15 ratio. The final selection shall be made based on the performance of candidates in the personal interview only.</p>
5.	Security Officer	<p>Appointment under Direct Recruitment through Written Test:</p> <p>Paper- I: 100 Marks of Objective type written test (2 hours duration) comprising 100 MCQs (each MCQ carrying 1 mark) based on Reasoning ability, Mathematical Ability, General Knowledge, General Studies, Current Events, Language Proficiency in English and Hindi, computer knowledge, domain knowledge of security management and labour laws etc. – <i>50% marks for qualifying the test.</i></p> <p>Paper- II: 100 Marks of descriptive type written test (2 hours duration) comprising subjective questions (5 to 10 questions) related to Central University Act, Statute, Ordinance, GoI/UGC/AICTE/university rules & regulations, Private Security Agencies (Regulation) Act, 2005 and Private Security Agencies Central Modal Rules, 2020, and Labour Laws in India as applicable to University system, Situational Judgement, Computer Knowledge, knowledge on office procedure, noting and drafting (includes précis writing, comprehension, letter writing and various other forms of office communications), report writing, security procedures, fire fighting etc. – <i>50% marks for qualifying the test.</i></p> <p>Merit List: The answer scripts of the candidates for the Paper-II shall be evaluated only for those candidates who secure the minimum qualifying marks in Paper-I (50% marks). The merit List of the candidates shall be drawn based on the marks secured in Paper-II (descriptive test) only.</p>
6.	Private Secretary	<p>Appointment under Direct Recruitment through Written Test and Stenography/Tying/Skill Tests:</p> <p>Paper- I: 100 Marks of Objective type written test (2 hours duration) comprising 100 MCQs (each MCQ carrying 1 mark) based on Reasoning ability, Mathematical Ability, General Knowledge, General Studies, Current Events, Language Proficiency in English and Hindi, computer knowledge, domain knowledge of the establishment, accounts, examinations, stores and purchase etc. – <i>50% marks for qualifying the test.</i></p> <p>Paper-II: 100 Marks of descriptive type written test (2 hours duration) comprising subjective questions (5 to 10 questions) related to Central University Act, Statute, Ordinance, GoI/UGC/AICTE/university rules &</p>

	<p>regulations, Service Conditions, CCS Rules, GFR, FRSR, NPS, etc., Labour Laws, RTI Act-2005, and matters related to Higher Education – NEP-2020, topics of centre of excellence, institute of national importance etc., computer knowledge, knowledge on office procedure, noting and drafting (includes précis writing, comprehension, letter writing and various other forms of office communications) – <i>50% marks for qualifying the test.</i></p> <p>Stenography/Tying/Skill Tests for qualified Candidates in Written test:</p> <p>a. English/Hindi Stenography Speed (qualifying limit): Minimum 120 wpm in English or 100 wpm in Hindi;</p> <p>b. English/Hindi Typing Speed (qualifying limit): Minimum 35 wpm in English or 30 wpm in Hindi;</p> <p>c. Skill Test Norms on Computer: Dictation: 10 minutes @ 120 wpm (English)/100 wpm (Hindi); and Transcription: 50 minutes (English)/60 minutes (Hindi).</p> <p>Note: The answer scripts of the candidates for the Paper-II shall be evaluated only for those candidates who secure the minimum qualifying marks in Paper-I (50% marks). Stenography/Tying/Skill Tests are qualifying in nature. The merit List of the candidates shall be drawn based on the marks secured in Paper-II (descriptive test) only subject to qualifying the skill test.</p>
7.	<p>7. Estate Officer</p> <p>Appointment under Direct Recruitment through Written Test and Skill Test:</p> <p>Paper- I: 100 Marks of Objective type written test (2 hours duration) comprising 100 MCQs (each MCQ carrying 1 mark) based on Reasoning ability, Mathematical Ability, General Knowledge, Language Proficiency in English and Hindi, knowledge on estate management (infrastructure, building construction, land and estate related knowledge, valuation of properties etc.), Central University Act, Statute, Ordinance, GoI/UGC/university rules & regulations – <i>50% marks for qualifying the test.</i></p> <p>Paper-II: 100 Marks of descriptive type written test (2 hours duration) comprising subjective questions (5 to 10 questions) related to The Real Estate (Regulation and Development) Act, 2016 and Labour Laws in India as applicable to the University System, Computer Knowledge, knowledge on office procedure, noting and drafting (includes précis writing, comprehension, letter writing and various other forms of office communications), Knowledge on design, survey, basics of construction, basics of finishing schedules, building materials, basics of electrical, knowledge of measurement, transport management, renovation, repairing and maintenance, guest house management – <i>50% marks for qualifying the test.</i></p> <p>Skill Test: 50 Marks of skill test on design, survey, basics of construction, building materials, knowledge of measurement, and understanding of measurement book, planning for renovation, repairing</p>

		<p>and maintenance - 50% marks for qualifying the test.</p> <p>Note: The answer scripts of the candidates for the Paper-II shall be evaluated only for those candidates who secure the minimum qualifying marks in Paper-I (50% marks). Skill Test is qualifying in nature. The merit List of the candidates shall be drawn based on the marks secured in Paper-II (descriptive test) only subject to qualifying the skill test.</p>
8.	Section Officer	<p>Appointment under Direct Recruitment through Written Test and Skill Test:</p> <p>Paper- I: 100 Marks of Objective type written test (2 hours duration) comprising 100 MCQs (each MCQ carrying 1 mark) based on Reasoning ability, Mathematical Ability, General Knowledge, General Studies, Current Events, Language Proficiency in English and Hindi, Computer Knowledge, domain knowledge of the establishment, accounts, examinations, stores and purchase etc. – 50% marks for qualifying the test.</p> <p>Paper-II: 100 Marks of descriptive type written test (2 hours duration) comprising subjective questions (5 to 10 questions) related to Central University Act, Statute, Ordinance, GoI/UGC/AICTE/university rules & regulations, Service Conditions, CCS Rules, GFR, FRSR, NPS, etc., Labour Laws, RTI Act-2005, and matters related to Higher Education – NEP-2020, topics of centre of excellence, institute of national importance etc., computer knowledge, knowledge on office procedure, noting and drafting (includes précis writing, comprehension, letter writing and various other forms of office communications) – 50% marks for qualifying the test.</p> <p>Skill Test: 50 Marks of skill test on basics of MS Word, Excel and Power Point related to office works and procedures - 50% marks for qualifying the test.</p> <p>Merit List: The answer scripts of the candidates for the Paper-II shall be evaluated only for those candidates who secure the minimum qualifying marks in Paper-I (50% marks). Skill Test is qualifying in nature. The merit List of the candidates shall be drawn based on the marks secured in Paper-II (descriptive test) only subject to qualifying the skill test.</p>
9.	Nursing Officer	<p>Appointment under Direct Recruitment through Written Test and Skill Test:</p> <p>Paper- I: 100 Marks of Objective type written test (2 hours duration) comprising 100 MCQs (each MCQ carrying 1 mark) based on Reasoning ability, Mathematical Ability, General Knowledge, General Studies, Current Events, Language Proficiency in English and Hindi, Computer Knowledge and Basic Sciences – 50% marks for qualifying the test.</p> <p>Paper-II: 100 Marks of descriptive type written test (2 hours duration) comprising subjective questions (5 to 10 questions) related to Basic Sciences, Nutrition & dietetics, psychology, mental health & psychiatric nursing, fundamentals of Nursing, Pediatric nursing, principles of administration & supervision, education and trends in nursing, knowledge on fundamentals of nursing, drug store management, nursing</p>

		<p>management, use of computers in nursing, medical ethics, knowledge on office procedure, noting and drafting (includes précis writing, comprehension, letter writing and various other forms of office communications) – 50% marks for qualifying the test.</p> <p>Skill Test: 50 Marks of skill test on Emergency handling, First Aid, administration of medication, medical procedures and examination, recording vital signs, collection of specimens and maintaining patient records, ward management etc. - 50% marks for qualifying the test.</p> <p>Note: The answer scripts of the candidates for the Paper-II shall be evaluated only for those candidates who secure the minimum qualifying marks in Paper-I (50% marks). Skill Test is qualifying in nature. The merit List of the candidates shall be drawn based on the marks secured in Paper-II (descriptive test) only subject to qualifying the skill test.</p>
10.	Personal Assistant	<p>Appointment under Direct Recruitment through Written Test and Stenography/Tying/Skill Tests:</p> <p>Paper- I: 100 Marks of Objective type written test (2 hours duration) comprising 100 MCQs (each MCQ carrying 1 mark) based on Reasoning ability, Mathematical Ability, General Knowledge, General Studies, Current Events, Language Proficiency in English and Hindi, computer knowledge, domain knowledge of the establishment, accounts, examinations, stores and purchase etc. – 50% marks for qualifying the test.</p> <p>Paper-II: 100 Marks of descriptive type written test (2 hours duration) comprising subjective questions (5 to 10 questions) related to Central University Act, Statute, Ordinance, GoI/UGC/AICTE/university rules & regulations, Service Conditions, CCS Rules, GFR, FRSR, NPS, etc., Labour Laws, RTI Act-2005, and matters related to Higher Education – NEP-2020, topics of centre of excellence, institute of national importance etc., computer knowledge, knowledge on office procedure, noting and drafting (includes précis writing, comprehension, letter writing and various other forms of office communications) – 50% marks for qualifying the test.</p> <p>Stenography/Tying/Skill Tests for qualified Candidates in Written test:</p> <ol style="list-style-type: none"> English/Hindi Stenography Speed (qualifying limit): Minimum 100 wpm in English or 100 wpm in Hindi; English/Hindi Typing Speed (qualifying limit): Minimum 35 wpm in English or 30 wpm in Hindi; Skill Test Norms on Computer: Dictation: 10 minutes @ 100 wpm (English)/100 wpm (Hindi); and Transcription: 40 minutes (English)/ 55 minutes (Hindi). <p>Note: The answer scripts of the candidates for the Paper-II shall be evaluated only for those candidates who secure the minimum qualifying marks in Paper-I (50% marks). Stenography/Tying/Skill Tests are qualifying in nature. The merit List of the candidates shall be drawn based on the marks secured in Paper-II (descriptive test) only subject to</p>

		qualifying the skill test.
11.	Hindi Translator	<p>Appointment under Direct Recruitment through Written Test and Skill Test:</p> <p>Paper- I: 100 Marks of Objective type written test (2 hours duration) comprising 100 MCQs (each MCQ carrying 1 mark) based on Reasoning ability, Mathematical Ability, General Knowledge, General Studies, Current Events, Language Proficiency in English and Hindi, computer knowledge – 50% marks for qualifying the test.</p> <p>Paper-II: 100 Marks of descriptive type written test (2 hours duration) comprising subjective questions (5 to 10 questions) related to Translate into English Words; Translate into Hindi Words; Translate into English Expressions; Translate into Hindi Expressions; Translate into English Sentences; Translate into Hindi Sentences; Write the Correct Answer (Questions from Hindi language, literature and Official language); Correct the Sentences; Write Two Model Letters in Hindi and English; Translate into English (One Paragraph) and Translate into Hindi (One Paragraph), knowledge on office procedure, noting and drafting (includes précis writing, comprehension, letter writing and various other forms of office communications) – 50% marks for qualifying the test.</p> <p>Skill Test:</p> <p>a. English/Hindi Typing Speed (qualifying limit): Minimum 20 wpm in English/Hindi;</p> <p>b. Skill Test Norms on Computer: English to Hindi Translation: 30 minutes @ 100 wpm</p> <p>Note: The answer scripts of the candidates for the Paper-II shall be evaluated only for those candidates who secure the minimum qualifying marks in Paper-I (50% marks). Skill Test is qualifying in nature. The merit List of the candidates shall be drawn based on the marks secured in Paper-II (descriptive test) only subject to qualifying the skill test.</p>
12.	Pharmacist	<p>Appointment under Direct Recruitment through Written Test and Skill Test:</p> <p>Paper- I: 100 Marks of Objective type written test (2 hours duration) comprising 100 MCQs (each MCQ carrying 1 mark) based on Reasoning ability, Mathematical Ability, General Knowledge, General Studies, Current Events, Language Proficiency in English and Hindi, Computer Knowledge and Basic Sciences – 50% marks for qualifying the test.</p> <p>Paper-II: 100 Marks of descriptive type written test (2 hours duration) comprising subjective questions (5 to 10 questions) related to Anatomy, Physiology, Pharmaceutical Microbiology, Biochemistry, Pharmacology, Pathophysiology of Diseases, Pharmaceutics, Pharmaceutical Chemistry, Medicinal Chemistry, Pharmacognosy, Advanced Industrial Pharmacy, Pharmaceutical Jurisprudence, Bio pharmaceuticals and Pharmacokinetics, Pharmaceutical Biotechnology, Novel Drug Delivery System, Biostatistics, Social and Preventive Pharmacy, Pharmaceutical Marketing, Pharmacovigilance, Cell and Molecular Biology, Pharmaceutical Engineering, Formulative Pharmacy, Bioethics and Bio-</p>

		<p>safety, knowledge on office procedure, noting and drafting (includes précis writing, comprehension, letter writing and various other forms of office communications) – 50% marks for qualifying the test.</p> <p>Skill Test: 50 Marks of skill test on Emergency handling, First Aid, administration of medication, medical procedures and examination, Pharma handling & cataloguing ward management etc. - 50% marks for qualifying the test.</p> <p>Note: The answer scripts of the candidates for the Paper-II shall be evaluated only for those candidates who secure the minimum qualifying marks in Paper-I (50% marks). Skill Test is qualifying in nature. The merit List of the candidates shall be drawn based on the marks secured in Paper-II (descriptive test) only subject to qualifying the skill test.</p>
13.	Statistical Assistant	<p>Appointment under Direct Recruitment through Written Test and Skill Test:</p> <p>Paper- I: 100 Marks of Objective type written test (2 hours duration) comprising 100 MCQs (each MCQ carrying 1 mark) based on Reasoning ability, Mathematical Ability, General Knowledge, General Studies, Current Events, Language Proficiency in English and Hindi, Computer Knowledge and Basic Statistics – 50% marks for qualifying the test.</p> <p>Paper-II: 100 Marks of descriptive type written test (2 hours duration) comprising subjective questions (5 to 10 questions) related to descriptive statistics (types of data, sampling and data collection, data entry and coding, classification, tabulation, graphic and diagrammatic representation, averages, dispersion, skewness, kurtosis, correlation and regression, interpretation of data and results of analyses), and knowledge on office procedure, noting, drafting (includes précis writing, comprehension, letter writing and various other forms of office communications) – 50% marks for qualifying the test.</p> <p>Step-2: Skill Test: 50 Marks of skill test on specialized computer skill including data entry and coding, classification and tabulation, graphic and diagrammatic representation, data analyses and interpretation – 50% marks for qualifying the test.</p> <p>Note: The answer scripts of the candidates for the Paper-II shall be evaluated only for those candidates who secure the minimum qualifying marks in Paper-I (50% marks). Skill Test is qualifying in nature. The merit List of the candidates shall be drawn based on the marks secured in Paper-II (descriptive test) only subject to qualifying the skill test.</p>
14.	Lower Division Clerk	<p>Appointment under Direct Recruitment through Written Test and Skill Test:</p> <p>Paper- I: 100 Marks of Objective type written test (2 hours duration) comprising 100 MCQs (each MCQ carrying 1 mark) based on Reasoning ability, Mathematical Ability, General Knowledge, General Studies, Current Events, Language Proficiency in English and Hindi, Computer Knowledge – 50% marks for qualifying the test.</p> <p>Paper-II: 100 Marks of descriptive type written test (2 hours duration) comprising subjective questions (5 to 10 questions) related to Computer</p>

		<p>Knowledge, Central University Act, Statute, Ordinance, GoI/UGC/university rules & regulations, CCS Rules, GFR, FRSR, etc. and knowledge on office procedure, noting and drafting (includes précis writing, comprehension, letter writing and various other forms of office communications) – 50% marks for qualifying the test.</p> <p>Skill Test: Typing Test: 35 wpm (English), or 30 wpm (Hindi)</p> <p>Note: The answer scripts of the candidates for the Paper-II shall be evaluated only for those candidates who secure the minimum qualifying marks in Paper-I (50% marks). Skill Test is qualifying in nature. The merit List of the candidates shall be drawn based on the marks secured in Paper-II (descriptive test) only subject to qualifying the skill test.</p>
15.	Cook	<p>Appointment under Direct Recruitment through written Test and Skill Test:</p> <p>Paper- I: 100 Marks of Objective type written test (2 hours duration) comprising 100 MCQs (each MCQ carrying 1 mark) based on simple reasoning ability, simple arithmetic, General Knowledge, Language Proficiency in English and Hindi – 50% marks for qualifying the test.</p> <p>Paper-II: 100 Marks of descriptive type written test (2 hours duration) comprising subjective questions (5 to 10 questions) related to procurement of food ingredients, techniques of cooking/baking, preparing and displaying/serving a variety of foods etc., caters special events as required, maintaining food quality and standards, maintaining clean work areas, utensils and equipment, and kitchen inventory control etc. – 50% marks for qualifying the test.</p> <p>Skill Test: 50 marks of skill test on cooking/baking, preparing and displaying/serving a variety of foods, maintaining food quality and standards, maintaining clean work areas, utensils and equipment etc. – 50% marks for qualifying the test.</p> <p>Note: The answer scripts of the candidates for the Paper-II shall be evaluated only for those candidates who secure the minimum qualifying marks in Paper-I (50% marks). Skill Test is qualifying in nature. The merit List of the candidates shall be drawn based on the marks secured in Paper-II (descriptive test) only subject to qualifying the skill test.</p>
16.	Driver	<p>Appointment under Direct Recruitment through Written Test and Skill Test:</p> <p>Paper- I: 100 Marks of Objective type written test (2 hours duration) comprising 100 MCQs (each MCQ carrying 1 mark) based on Reasoning ability, Mathematical Ability, General Knowledge, General Studies, Current Events, Language Proficiency in English and Hindi – 50% marks for qualifying the test.</p> <p>Paper-II: 100 Marks of descriptive type written test (2 hours duration) comprising subjective questions (5 to 10 questions) related to driving skills and procedures, duties of drivers, fuel efficiency and fuel economy, basic maintenance of the vehicle, servicing, emergency handling techniques, tools and documents required with the vehicle, types of vehicles, traffic Rules & Regulations, ability to recognize traffic signals,</p>

		<p>traffic signs, hand signals and road markings, simple queries about the assemblies of vehicle systems, Vehicle & Environmental Pollution i.e. Petrol and Diesel Vehicle, CNG Operated Vehicle, Noise Pollution, etc, Knowledge of Maintenance of Vehicle, i.e., tyre pressure, battery water level, quantity & grade of oils to be used, coolant, the tension of belts/hose pipes etc. – 50% marks for qualifying the test.</p> <p>Skill Test: 50 marks of skill test on driving skills, basic maintenance of the vehicle, servicing, emergency handling techniques, traffic Rules & Regulations, ability to recognize traffic signals, traffic signs, hand signals and road markings – 50% marks for qualifying the test.</p> <p>Note: The answer scripts of the candidates for the Paper-II shall be evaluated only for those candidates who secure the minimum qualifying marks in Paper-I (50% marks). Skill Test is qualifying in nature. The merit List of the candidates shall be drawn based on the marks secured in Paper-II (descriptive test) only subject to qualifying the skill test.</p>
17.	Multi Tasking Staff	<p>Appointment under Direct Recruitment through Written Test and Skill Test:</p> <p>Paper- I: 100 Marks of Objective type written test (2 hours duration) comprising 100 MCQs (each MCQ carrying 1 mark) based on Reasoning ability, Mathematical Ability, General Knowledge, General Studies, Current Events, Language Proficiency in English and Hindi, Computer Knowledge – 50% marks for qualifying the test.</p> <p>Paper-II: 100 Marks of descriptive type written test (2 hours duration) comprising subjective questions (5 to 10 questions) related to Computer Knowledge, and knowledge on office procedure, noting and drafting (includes précis writing, comprehension, letter writing and various other forms of office communications) – 50% marks for qualifying the test.</p> <p>Skill Test: Typing Test: 30 wpm (English/Hindi)</p> <p>Note: The answer scripts of the candidates for the Paper-II shall be evaluated only for those candidates who secure the minimum qualifying marks in Paper-I (50% marks). Skill Test is qualifying in nature. The merit List of the candidates shall be drawn based on the marks secured in Paper-II (descriptive test) only subject to qualifying the skill test.</p>
18.	Laboratory Attendant	<p>Appointment under Direct Recruitment through Written Test and Skill Test:</p> <p>Paper- I: 100 Marks of Objective type written test (2 hours duration) comprising 100 MCQs (each MCQ carrying 1 mark) based on Reasoning ability, Mathematical Ability, General Knowledge, General Studies, Current Events, Language Proficiency in English and Hindi, Computer Knowledge – 50% marks for qualifying the test.</p> <p>Paper-II: 100 Marks of descriptive type written test (2 hours duration) comprising subjective questions (5 to 10 questions) related to basic subject areas including Physics, Chemistry, Life Sciences, Good Lab Practices, maintenance and cleaning of equipment, safety precautions, use of Lab symbols & signs, inventory control, maintenance of lab records, specialized computer skill, and knowledge on Lab instruments</p>

		<p>and office procedure – <i>50% marks for qualifying the test.</i></p> <p>Skill Test: 50 marks of skill test on specialized computer skill including data entry, cleaning and maintenance of glassware and plasticware, Lab records, maintenance of Lab chemicals and reagents etc. – <i>50% marks for qualifying the test – 50% marks for qualifying the test.</i></p> <p>Note: The answer scripts of the candidates for the Paper-II shall be evaluated only for those candidates who secure the minimum qualifying marks in Paper-I (50% marks). Skill Test is qualifying in nature. The merit List of the candidates shall be drawn based on the marks secured in Paper-II (descriptive test) only subject to qualifying the skill test.</p>
19.	Library Attendant	<p>Appointment under Direct Recruitment through Written Test and Skill Test:</p> <p>Paper- I: 100 Marks of Objective type written test (2 hours duration) comprising 100 MCQs (each MCQ carrying 1 mark) based on Reasoning ability, Mathematical Ability, General Knowledge, General Studies, Current Events, Language Proficiency in English and Hindi, Computer Knowledge – <i>50% marks for qualifying the test.</i></p> <p>Paper-II: 100 Marks of descriptive type written test (2 hours duration) comprising subjective questions (5 to 10 questions) related to Computer Knowledge, and knowledge on circulation (issue, return & renewal), assistance to users, assistance in stock verification, assistance in the repair of damaged books etc., and assistance in reprographic section – <i>50% marks for qualifying the test.</i></p> <p>Skill Test: 50 marks of skill test on Computer skill including data entry, basics of library circulation, reprographic skill etc. – <i>50% marks for qualifying the test.</i></p> <p>Note: The answer scripts of the candidates for the Paper-II shall be evaluated only for those candidates who secure the minimum qualifying marks in Paper-I (50% marks). Skill Test is qualifying in nature. The merit List of the candidates shall be drawn based on the marks secured in Paper-II (descriptive test) only subject to qualifying the skill test.</p>