Scheme of Examination for Recruitment to the Post of Junior Assistant / Junior Assistant-cum-Caretaker (Direct Recruitment)

The following shall be the Scheme of Examination, components of written test and its syllabus for recruitment to the post of **Junior Assistant / Junior-Assistant-cum-Caretaker** by **Direct Recruitment**.

Scheme of the Examination:

Components	Written Test	Time Duration	Maximum Marks
Paper-1	Objective Type	2 hours	100
Paper-2	Descriptive Type	2 hours	100
Paper -3	Skill Test*	1 hour	-
Total Marks (100+100)			200

*** Qualifying in nature.**

Paper-1 (Objective Type) – Number of Questions 100, Maximum Marks 100, Time allowed: 2 hours

Note: There shall be no negative marking for wrong answers.

Questions will be designed to test the ability of the candidate's General Studies as under:

Sl. No.	Subject	Duration : 2 hours	
		No. of Questions	Marks
i.	General Awareness	30	30
ii.	Reasoning Ability	20	20
iii.	Mathematical Ability	20	20
iv.	English and/or Hindi	30	30

Detailed 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 observations as may be expected of an educated pers. The test will include questions relating to India and Its neighboring countries, especially pertaining to History, India Polity & Constitution, Art & Culture ,Geography, Economics, General Policy, Science & Scientific Research,, National/International Organizations/Institutions, events etc. and related to the post concerned.

(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, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs etc.

(iv) **Test of English and/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.

Paper-2 (DescriptiveType) – Processes
(Maximum Marks: 100, Time allowed: 2 hours)

- Essay, Paragraph, precise writing.
- Comprehension
- Letter Writing
- Computer competency in MS Word, Excel, Power Point, E-mail, Tally etc, Computer fundamentals.

Paper-3 (Skill Test). Qualifying in nature
(Maximum Marks: 50, Time allowed: 1 hour)

(i) **Typing**. Qualifying speed shall be at-least 35 word per minute in English or 30 words per minute in Hindi which will be tested on computer (PC): and

(ii) Computer Operations such as MS Office, Internet, Mail Merge etc.

Note:-

(i) **The Paper – 2 of the candidates shall be evaluated only if they obtain minimum prescribed marks in Paper – 1.**

(ii) **Final merit list shall be drawn on the basis of marks obtained by candidates in Paper – 1 & Paper – 2.**

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Scheme of Examination for Recruitment to the Post of Senior Assistant (Direct Recruitment)

The following shall be the Scheme of Examination, components of written test and its syllabus for recruitment to the post of **Senior Assistant** by **Direct Recruitment**.

Scheme of the Examination:

Components	Written Test	Time Duration	Maximum Marks
Paper-1	Objective Type	1:30 hours	80
Paper-2	Descriptive Type	2:30 hours	120
Total Marks (80+120)			200

Paper-1 (Objective Type) – Number of Questions 80, Maximum Marks 80, Time allowed: 1:30 hours

Note: There shall be no negative marking for wrong answers.

Questions will be designed to test the ability of the candidate's General Studies as under:

Sl. No.	Subject	Duration : 1:30 hours	
		No. of Questions	Marks
i.	General Awareness	20	20
ii.	Reasoning Ability	20	20
iii.	Mathematical Ability	20	20
iv.	English and/or Hindi	20	20

Detailed Syllabus

(v) **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 observations as may be expected of an educated pers. The test will include questions relating to India and Its neighboring countries, especially pertaining to History, India Polity & Constitution, Art & Culture ,Geography, Economics, General Policy, Science & Scientific Research,, National/International Organizations/Institutions, events etc. and related to the post concerned.

(vi) **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.

(vii) **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.

(viii) **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.

Paper-2 (DescriptiveType) – Domain Knowledge: Rules & Regulations and Educational Administration
(Maximum Marks: 120, Time allowed: 2:30 hours)

- Fundamental Rules (FRs) and Supplementary Rules (SRs)
- Definitions; General conditions of service; - Pay and addition to pay; Confirmation of appointment; - Dismissal, removal and suspension; - Foreign Service; Deputation, Lien; TA Rules; LTC Rules; Leave Rules; Medical Attendance Rule & CGHS
- CCS (Conduct) Rules, 1964; CCS (CCA) Rules 1965
- General Financial Rules (GFRs)- 2017, DFPR-1978; - General System of Financial Management; - Budget formulation - Role of DDOs; Income Tax - Procurement of Goods & Services; - Contract Management
- Common format of Accounts for Central Autonomous Bodies; Audit of Autonomous Bodies; C&AG etc
- Office Procedure; Parliamentary Procedures; Record Management; Public Administration
- RTI Act 2005; CCS (Pension) Rules; New Pension Scheme
- Educational Administration with Special reference to UGC Rules, CGPA /SGPA; National Policy on Education; Higher Education System in India; Regulatory Bodies in Higher Education and Educational Statistics, Basic concepts of Public Administration, Personnel Administration, Financial Administration including Organization, hierarchy, Unity of command, Span of control, Authority and Responsibility, Co-ordination, Centralization and Decentralization, Delegation, Supervision, Line and Staff, recruitment, training, promotion, pay scale and service conditions, Union-Management Relationship, budget, formulation and execution of budget.
- Leadership, Teamwork and Conflict Resolution/Management
- Any other matter of National Importance/Constitutional Laws/Case Laws etc.
- Computer competency in MS-Word, Excel, PowerPoint, Email, Tally, etc

Note:-

(i) **The Paper – 2 of the candidates shall be evaluated only if they obtain minimum prescribed marks in Paper – 1.**

(ii) **Final merit list shall be drawn on the basis of marks obtained by candidates in Paper – 1 & Paper – 2.**

Scheme of Examination for Recruitment to the Post of

Section Officer (Direct Recruitment)

The following shall be the Scheme of Examination, components of written test and its syllabus for recruitment to the post of **Section Officer** by **direct recruitment**.

Scheme of the Examination:

Type	Written Test	Time Duration	Maximum Marks
Paper-1	Objective Type	1:30 hours	80
Paper-2	Descriptive Type	2:30 hours	120
Total Marks			**200 Marks**

Components of Written Test:

Paper-1 (Objective Type) – Number of Questions 80, Maximum Marks 80, Time allowed: 1:30 hours)

Note: There shall be no negative marking for wrong answers.

Syllabus

Paper -1:

Questions will be designed to test the ability of the candidate's General Studies as under:

Sl. No.	Subject	Syllabus	No. of Questions
	General English	Comprehension, Grammar, Synonyms and Antonyms, Sentence Correction etc.	80
	General Science	General application and understanding of science including matters of everyday observation and experience	
	Current Affairs	Knowledge of significant national and international events	
	History	General understanding of the subject in its social, economic and political aspects	
	Geography	Physical, Social and Economic Geography of the country, including the main features of Indian agricultural and natural resources, etc.	
	Computer Knowledge	MS-Word, Excel, PPT, Tally, Email etc	
	Indian Polity & Economy	Country's political system and Constitution of India, Panchayati Raj, Social systems and economic developments in India, etc.	
	General Mental Ability & Empathy	Reasoning and analytical abilities, Situational analysis, empathy etc.	

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Paper-2:

(Descriptive Type) – Domain Knowledge: Rules & Regulations and Educational Administration
(Maximum Marks: 120, Time allowed: 2:30 hours)

The questions will be designed to test the domain knowledge of the candidate in the following areas:

- Fundamental Rules (FRs) and Supplementary Rules (SRs)
- Definitions; General conditions of service; - Pay and addition to pay; Confirmation of appointment; - Dismissal, removal and suspension; -Foreign Service; Deputation, Lien; TA Rules; LTC Rules; Leave Rules; Medical Attendance Rule & CGHS
- CCS (Conduct) Rules, 1964; CCS (CCA) Rules 1965
- General Financial Rules (GFRs)- 2017, DFPR-1978; - General System of Financial Management; - Budget formulation - Role of DDOs; Income Tax - Procurement of Goods & Services; - Contract Management
- Common format of Accounts for Central Autonomous Bodies; Audit of Autonomous Bodies; C&AG etc
- Office Procedure; Parliamentary Procedures; Record Management; Public Administration
- RTI Act 2005; CCS (Pension) Rules; New Pension Scheme
- Educational Administration with Special reference to UGC Rules, CGPA /SGPA; National Policy on Education; Higher Education System in India; Regulatory Bodies in Higher Education and Educational Statistics, Basic concepts of Public Administration, Personnel Administration, Financial Administration including Organization, hierarchy, Unity of command, Span of control, Authority and Responsibility, Co-ordination, Centralization and Decentralization, Delegation, Supervision, Line and Staff, recruitment, training, promotion, pay scale and service conditions, Union-Management Relationship, budget, formulation and execution of budget.
- Leadership, Teamwork and Conflict Resolution/Management
- Any other matter of National Importance/Constitutional Laws/Case Laws etc.
- Computer competency in MS-Word, Excel, PowerPoint, Email, Tally, etc

Note:-

(i) **The Paper – 2 of the candidates shall be evaluated only if they obtain minimum prescribed marks in Paper – 1.**

(ii) **Final merit list shall be drawn on the basis of marks obtained by candidates in Paper – 1 & Paper – 2.**

Scheme of Examination for Recruitment to the Post of Sports Coach (Direct Recruitment)

The following shall be the Scheme of Examination, components of written test and its syllabus for recruitment to the post of **Sports Coach** by **Direct Recruitment**.

Scheme of the Examination:

Components	Written Test	Time Duration	Maximum Marks
Paper-1	Objective Type	2 hours	100
Paper-2	Descriptive Type	2 hours	100
Paper-3	Skill Test*	1 hour	-
Total Marks (100+100)			200

*** Qualifying in nature.**

Paper-1 (Objective Type) – Number of Questions 100, Maximum Marks 100, Time allowed: 2 hours

Note: There shall be no negative marking for wrong answers.

Questions will be designed to test the ability of the candidate's General Studies as under:

Sl. No.	Subject	Duration : 2 hours	
		No. of Questions	Marks
i.	General Awareness	30	30
ii.	Reasoning Ability	20	20
iii.	Mathematical Ability	20	20
iv.	English and/or Hindi	30	30

Detailed 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 observations as may be expected of an educated pers. The test will include questions relating to India and Its neighboring countries, especially pertaining to History, India Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research,, National/International Organizations/Institutions, events etc. and related to the post concerned.

(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, Profit & Loss, Discount, Simple &

Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs etc.

(iv) **Test of English and/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.

Paper-2 (DescriptiveType) – Maximum Marks 100, Time allowed: 2 hours

- Basic rules, terminology, and strategies of various sports, ethical and legal responsibilities involved in sports coaching, Indoor & Outdoor Sports.
- techniques & rules for athletics, baseball, basketball, volleyball and football etc.
- Importance of communication in coaching profession, importance of athletics, fitness, health, and nutrition.
- Role and importance of official and sports associations, Inter-University/Inter-State/National sports competitions

Paper 3 (Skill Test) – Qualifying in nature (minimum 40% of maximum marks). **Maximum Marks 50, Time allowed: 1 hour**

(i) Running / Walking & Other similar test as decided by the Competent Authority.
(ii) Computer Operations

Note:-

(i) **The Paper – 2 of the candidates shall be evaluated only if they obtain minimum prescribed marks in Paper – 1.**
(ii) **Final merit list shall be drawn on the basis of marks obtained by candidates in Paper – 1 & Paper – 2.**

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Scheme of Examination for Recruitment to the Post of Staff Nurse (Direct Recruitment)

The following shall be the Scheme of Examination, components of written test and its syllabus for recruitment to the post of **Staff Nurse** by **Direct Recruitment.**

Scheme of the Examination:

Components	Written Test	Time Duration	Maximum Marks
Paper-1	Objective Type	2 hours	100
Paper-2	Descriptive Type	2 hours	100
Paper-3	Skill Test*	1 hour	-
Total Marks (100+100)			200

*** Qualifying in nature.**

Paper-1 (Objective Type) – Number of Questions 100, Maximum Marks 100, Time allowed: 2 hours

Note: There shall be no negative marking for wrong answers.

Questions will be designed to test the ability of the candidate's General Studies as under:

Sl. No.	Subject	Duration : 2 hours	
		No. of Questions	Marks
i.	General Awareness	30	30
ii.	Reasoning Ability	20	20
iii.	Mathematical Ability	20	20
iv.	English and/or Hindi	30	30

Detailed 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 observations as may be expected of an educated pers. The test will include questions relating to India and Its neighboring countries, especially pertaining to History, India Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research,, National/International Organizations/Institutions, events etc. and related to the post concerned.

(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 and/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.

Paper-2 (DescriptiveType) – Maximum Marks 100, Time allowed: 2 hours

- Fundamental of Nursing, Nutrition and First Aid course
- Environmental Hygiene, Anatomy and physiology, Communities in Nursing, Health Education and Communication Skills
- Pharmacology & Pathology in Nursing
- Mental Health & Community Health Nursing
- Pediatric Nursing and Personal Hygiene
- Midwife and Gynecological Nursing
- Nursing care in Disaster
- Miscellaneous topics concerning to the related field.

Paper 3 (Skill Test) – Qualifying in nature (minimum 40% of maximum marks).
Maximum Marks 50, Time allowed: 1 hour

Proficiency in Medical Clinic Management in modern medicine and Computer operation.

Note:-

(i) **The Paper – 2 of the candidates shall be evaluated only if they obtain minimum prescribed marks in Paper – 1.**

(ii) **Final merit list shall be drawn on the basis of marks obtained by candidates in Paper – 1 & Paper – 2.**

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Scheme of Examination for Recruitment to the Post of Junior Library Assistant (Direct Recruitment)

The following shall be the Scheme of Examination, components of written test and its syllabus for recruitment to the post of **Junior Library Assistant** by **Direct Recruitment**.

Scheme of the Examination:

Components	Written Test	Time Duration	Maximum Marks
Paper-1	Objective Type	2 hours	100
Paper-2	Descriptive Type	2 hours	100
Paper-3	Skill Test*	1 hour	-
Total Marks (100+100)			200

*** Qualifying in nature.**

Paper-1 (Objective Type) – Number of Questions 100, Maximum Marks 100, Time allowed: 2 hours

Note: There shall be no negative marking for wrong answers.

Questions will be designed to test the ability of the candidate's General Studies as under:

Sl. No.	Subject	Duration : 2 hours	
		No. of Questions	Marks
i.	General Awareness	30	30
ii.	Reasoning Ability	20	20
iii.	Mathematical Ability	20	20
iv.	English and/or Hindi	30	30

Detailed 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 observations as may be expected of an educated pers. The test will include questions relating to India and Its neighboring countries, especially pertaining to History, India Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research,, National/International Organizations/Institutions, events etc. and related to the post concerned.

(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, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs etc.

(iv) **Test of English and/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.

Paper-2 (DescriptiveType) – Maximum Marks 100, Time allowed: 2 hours

- Library Services and Resources
- Library Knowledge Management
- Classification of books according to adopted classification scheme
- Acquisition of Print and eBooks
- Library software (Automation), Computer Operation
- Library and Information Science Procedures,
- Rules & Regulations
- Knowledge of Computers with special reference to knowledge of Library Software Packages, Word Processing, Data Analysis Packages.
- Knowledge of other library related works & procedures.

Paper 3 (Skill Test) – Qualifying in nature (minimum 40% of maximum marks). **Maximum Marks 50, Time allowed: 1 hour**

The skill test is aimed to check the practical knowledge and suitability of the candidate.

Note:-

(i) **The Paper – 2 of the candidates shall be evaluated only if they obtain minimum prescribed marks in Paper – 1.**

(ii) **Final merit list shall be drawn on the basis of marks obtained by candidates in Paper – 1 & Paper – 2.**

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