



**Step-wise Procedure, Components for Written Test, Skill Test
Criteria for Recruitment for the Post of Semi Professional Assistant
against Advertisement No. 2412 dated: 28.10.2024)**

The step-wise procedure, Components for Skill / Trade Test, Written Test and Short listing criteria for recruitment on the Group 'C' Posts are as follows:

Step-I: All the candidates who submit application form for Group 'B' posts will be invited to appear for Skill/ Trade Test. It will be the responsibility of the individual candidate to ensure that he/she fulfills the minimum eligibility criteria. In case after the Skill/ Trade Test, he/she is found to not fulfill minimum eligibility/ qualification for the post, his/her application will be treated as cancelled.

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

Post: Semi Professional Assistant (Library Cadre)

Computer Skill Test:

Subject	Max. Marks	Description
Test in MS Word (Communication skills and work profile of the post)	50	
Test in MS Excel (Data Analysis, subject / work profile of the Post)	30	
Presentation in MS Power Point	20	
Total marks	100	Qualifying Marks: 35



Step-II: The result of the Skill Test (wherever applicable) 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 [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.

Step-III: Preparation of Merit List

1.	All those candidates who qualify in the Step-II: Written Test & Documents verification will be ranked according to the marks obtained.												
2.	<p>Merit of the shortlisted candidates shall be calculated on the basis of the weightage given to the academic career, experiences, performance in the Step-I: Skill/Trade Test and/or Step-II: Written Test as depicted below:</p> <table> <tr> <th>Qualifications/Experiences/ performance in Step-I & Step-II</th><th>Marks (Max.)</th></tr> <tr> <td>Academic Qualification (10% of the % marks obtained in the qualifying degree as per the eligibility criteria) (Max. 10 marks)</td><td>10</td></tr> <tr> <td>Experience (Over and above minimum required relevant experience mentioned in the advertisement, 1 mark will be given for each completed year (subject to maximum of 05 marks). For any experience less than 6 months, no mark will be awarded, and for any experience equal to or more than 6 months but less than 12 months, 0.5 marks will be awarded. The total relevant experience will be calculated and weightage will be given on total relevant experience, rounded off only once for cumulative experience.) - (Max. 05 marks)</td><td>05</td></tr> <tr> <td>40% of the marks secured in the Step-I: Skill/Trade Test (out of max. 100 marks)</td><td>40</td></tr> <tr> <td>45% of the marks secured in the Step-II: Written Test (MCQ) [out of max. 100 marks]</td><td>45</td></tr> <tr> <td>Total:</td><td>100</td></tr> </table>	Qualifications/Experiences/ performance in Step-I & Step-II	Marks (Max.)	Academic Qualification (10% of the % marks obtained in the qualifying degree as per the eligibility criteria) (Max. 10 marks)	10	Experience (Over and above minimum required relevant experience mentioned in the advertisement, 1 mark will be given for each completed year (subject to maximum of 05 marks). For any experience less than 6 months, no mark will be awarded, and for any experience equal to or more than 6 months but less than 12 months, 0.5 marks will be awarded. The total relevant experience will be calculated and weightage will be given on total relevant experience, rounded off only once for cumulative experience.) - (Max. 05 marks)	05	40% of the marks secured in the Step-I: Skill/Trade Test (out of max. 100 marks)	40	45% of the marks secured in the Step-II: Written Test (MCQ) [out of max. 100 marks]	45	Total:	100
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Total:	100												
3.	<p>Tie cases (equal marks in overall process) will be resolved using-</p> <ol style="list-style-type: none"> Candidates with higher marks in Step-II: Written Test will be placed above those with lower marks. Despite the above, in case of further bunching/bracketing of candidates, the candidate senior in age (born earlier) will be given preference. In case, above mentioned option is exhausted, it will be decided through draw of lots. 												
4.	Final list of the candidates (according to the marks obtained) will be prepared following the number of posts and reservation policy mentioned in the advertisement.												