



# राजस्थान केन्द्रीय विश्वविद्यालय Central University of Rajasthan



## Step-wise Procedure, Components for Written Test, Skill Test

### Criteria for Recruitment for the Group 'C' Posts

Advertisement No. 3155 Dated: 19.12.2025

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

**Step-I:** All the candidates who submit application form for Group 'C' posts will be invited to appear for Skill/ Trade Test. It will be the responsibility of the individual candidate to ensure that he/she fulfils the minimum eligibility criteria. In case after the Skill/ Trade Test, he/she is found to not fulfil 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: Upper Division Clerk

Subject	Max. Marks	Description
Test in MS Word (Communication skills and work profile of the post )	40	<b>Qualifying Marks: 35</b>
Test in MS Excel (Data Analysis, subject / work profile of the Post )	40	
Presentation in MS Power Point	20	
<b>Total marks</b>	<b>100</b>	

#### Post: Laboratory Attendant

Subject	Max. Marks	Description
Hands-on Laboratory Practices, Basic Principles of various Instruments and other relevant Laboratory Tools	50	<b>Qualifying Marks: 18</b>
<b>Total marks</b>	<b>50</b>	

#### Post : MTS

Subject	Max. Marks	Description
Hands-on practices and duties of MTS like physical maintenance of records, general cleanliness & upkeep, carrying of files & other papers, photocopying, sending of FAX etc., other non-clerical work, assisting in routine office work like diary, despatch etc., including on computer, watch & ward duties, driving of vehicles, upkeep of parks, lawns, potted plants, etc.	50	<b>Qualifying Marks: 18</b>
<b>Total marks</b>	<b>50</b>	

**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 for Group 'C' posts: UDC / Laboratory Attendant / MTS

#### 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	
	<b>Total</b>	<b>100</b>	<b>100</b>	

S. No.	Subject	No. of MCQs	Max. Marks	Duration
<b>Note-</b> 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:** Document Verification

**Step-IV:** Preparation of Merit List

1.	All those candidates who qualify in the <b>Step-II: Written Test</b> & <b>Step-III: Documents verification</b> will be ranked according to the marks obtained.		
2.	Merit of the shortlisted candidates shall be calculated on the basis of the weightage given to the academic career, experiences, performance in the <b>Step-I: Skill/Trade Test</b> and/or <b>Step-II: Written Test</b> as depicted below:		
	<b>Qualifications/Experiences/ performance in Step-I &amp; Step-II</b>	<b>Marks (Max.)</b>	
	<b>Academic Qualification</b> (10% of the % marks obtained in the qualifying degree as per the eligibility criteria) (Max. 10 marks)	10	
	<b>Experience</b> (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 <b>Step-I: Skill/Trade Test</b> (out of max. 100 marks) [for the post of UDC]  OR 80% of the marks secured in the <b>Step-I: Skill/Trade Test</b> (out of max. 50 marks) [for the posts of Laboratory Attendant and MTS]	40	
	45% of the marks secured in the <b>Step-II: Written Test</b> (MCQ) [out of max. 100 marks]	45	
	<b>Total:</b>	<b>100</b>	
3.	Tie cases (equal marks in overall process) will be resolved using- i. Candidates with higher marks in <b>Step-II: Written Test</b> will be placed above those with lower marks. ii. Despite the above, in case of further bunching/bracketing of candidates, the candidate senior in age (born earlier) will be given preference. iii. 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.		