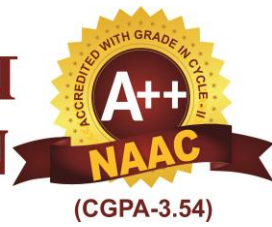




राजस्थान केन्द्रीय विश्वविद्यालय CENTRAL UNIVERSITY OF RAJASTHAN



Syllabus for Written test and shortlisting criteria for the post of Assistant Registrar (Lien Vacancy)

Step-I : The written examination will comprise two papers. The criteria for written examination are as follows:

(1) Paper-I: 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	1½ hrs
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 (Paper-I) will be 35.

(2) Paper-II: Descriptive Type Questions:

S. No.	Subject/Syllabus	No. of Questions	Maximum Marks	Duration
1	Language proficiency in English University System, Central Universities Act, 2009, Statutes and Ordinances, Office Procedures, Filing, Noting, Drafting, and Basic GoI Rules, Current Affairs and / or questions relevant to subject / work profile of the Posts	05 to 10	50 marks	1 hour

Note: The Answer Script of Paper-II of a candidate would be evaluated, only if the candidate qualifies in Paper-I (min. 35 marks).



Step-II : On the basis of the marks in the written test, shortlisted candidates (in the ratio of 1:15) will be called for interview. University may impose a cut off for the purpose of shortlisting for interview.

Merit of the shortlisted candidates shall be calculated **as follows:** on the basis of the experience, certificate and performance in the written test as depicted below.

Qualifications/Experiences/ performance in written test	Weightage/ Marks (Max.)
Experience (Exceeding minimum required years for the post, 02 marks per year) - (Max. 20 marks)	20
Additional Certificate in relevant field	10
Written Test	70
Total	100



Step-III : Interview and selection of the candidates in order of merit.

Criteria	Weightage/ Marks (Max.)
80% of the total marks secured in the shortlisting process (out of 100) as mentioned in Step-II	80
Interview	20
Total	100

Schedule of Written Test and Interview

Date, Time and Venue of Written Test(s)	Date, Time and Venue for document verification of shortlisted candidates	Date, Time and Venue for Interview of shortlisted candidates
Sunday - 10.09.2023 - 09.00 AM	Sunday - 10.09.2023 - 05.00 PM	Monday - 11.09.2023 - 09.00 AM
4A5 Building Central University of Rajasthan	Administrative Building Central University of Rajasthan	Administrative Building Central University of Rajasthan