



**राजस्थान केन्द्रीय विश्वविद्यालय**  
**CENTRAL UNIVERSITY OF RAJASTHAN**  
 NH-8, Bandarsindri, Kishangarh, Ajmer - 305817

**Syllabus for Skill / Trade Test, Written Test for 'Group-B and C' post for recruitment on various non-teaching posts**

**(A) GROUP 'B' POSTS [from Pay Level 06 to 09]**

**Scheme / Criteria for Skill / Trade Test for Group 'B' posts**

**Posts:** Assistant

Subject	Max. Marks	Description
Test in MS Word (Skill in noting and drafting)	40	
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>	<b>Qualifying Marks: 35</b>

**Posts:** Private Secretary, Personal Assistant

Subject	Duration Max.: 1h35m	Max. Marks	Description
Dictation of test passage in English and/ or Hindi at the speed of words per minute as specified in the RR of the post	10 min.	10	
Transcription: on Computer	English: 40 min. / Hindi: 55 min.	20	
Computer proficiency (Typing Skill, Word Processing, Spread sheet, Internet, E-mail communication, etc.)	30 min.	20	
<b>Total marks</b>		<b>50</b>	<b>Qualifying Marks: 18</b>
<b>Note:</b> Dictation of trial passage of 02 minutes duration will be given before the test passage in English / Hindi.			

**Posts:** Senior Technical Assistant

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

**Post:** Nursing Officer and Junior Translator

Subject	Max. Marks	Description
Work Profile, duties of the concerned post	50	
<b>Total marks</b>	<b>50</b>	<b>Qualifying Marks: 18</b>

## **Criteria and Components of Written test for Group 'B' posts:**

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>	<b>Qualifying marks: 35</b>

**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.

## **(B) GROUP 'C' POSTS [from Pay Level 01 to 05]**

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

**Posts:** Upper Division Clerk, Semi Professional Assistant (Library Cadre), Lower Division Clerk

Trade Test: Only for the post of Lower Division Clerk

Subject	Max. Marks	Description
<b>Post: Lower Division Clerk</b> Typing Speed Test in English or Hindi* on Computer: 10 min.	10 marks (Beyond 35 wpm in English / 30 wpm in Hindi, every increment of one correct word per minute will be awarded with 0.5 mark)	<b>Qualifying Criteria:</b> Minimum typing speed of 35 wpm in English OR 30 wpm in Hindi

Computer Skill Test: Upper Division Clerk, Semi Professional Assistant (Library Cadre), Lower Division Clerk

Subject	Max. Marks	Description
Test in MS Word (Communication skills and work profile of the post )	40	
Test in MS Excel (Data Analysis, subject / work profile of the Post )	30	
Presentation in MS Power Point	20	
<b>Total marks</b>	<b>100</b>	<b>Qualifying Marks: 35</b>

**Post:** Statistical Assistant

<b>Subject</b>	<b>Max. Marks</b>	<b>Description</b>
The Skill Test shall be conducted in a manner to check the practical knowledge of the candidate in the use of: Computer Programme Language, Application Software and Analysis of the Datasets Statistically. Word Processing Packages (MS-Word), Spread sheets (MS-Excel) and Programming Knowledge in R with Statistical Analysis of given data, Power Point Presentation.	50	
<b>Total marks</b>	<b>50</b>	<b>Qualifying Marks: 18</b>

**Post:** Driver

<b>Subject</b>	<b>Max. Marks</b>	<b>Description</b>
Hands-on Driving Practices, Rules & Regulations of Traffic, Driving of Four & Six Wheelers etc.	50	
<b>Total marks</b>	<b>50</b>	<b>Qualifying Marks: 18</b>

**Posts:** Technical Assistant

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

**Posts:** Laboratory Assistant, Laboratory Attendant

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

**Posts:** Cook, Kitchen Attendant

<b>Subject</b>	<b>Max. Marks</b>	<b>Description</b>
Hands-on Kitchen Practices, Kitchen Safety Guidelines, Rules & Regulations etc.	50	
<b>Total marks</b>	<b>50</b>	<b>Qualifying Marks: 18</b>

**Posts: MTS**

<b>Subject</b>	<b>Max. Marks</b>	<b>Description</b>
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>Total marks</b>	<b>50</b>	<b>Qualifying Marks: 18</b>

**Posts: Library Attendant, Pharmacist and Dresser**

<b>Subject</b>	<b>Max. Marks</b>	<b>Description</b>
Hands-on practices/ Work Profile, duties of the concerned post	50	
<b>Total marks</b>	<b>50</b>	<b>Qualifying Marks: 18</b>

**Criteria and Components of Written test for Group 'C' posts:**

## Multiple Choice Questions (MCQs)

<b>S. No.</b>	<b>Subject</b>	<b>No. of MCQs</b>	<b>Max. Marks</b>	<b>Duration</b>
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>	

**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.