

NATIONAL SANSKRIT UNIVERSITY :: TIRUPATI

(A Central University established by an Act of Parliament)

NOTIFICATION

F.No.NSUT/Dept.Test & Promotion-LDC/2021

Dated:14.08.2021

National Sanskrit University, Tirupati invites applications for promotion to the post of Lower Division Clerk (LDC) Level-2 on the basis of the departmental qualifying examination and typewriting test from the Group- 'C' MTS employees in the Level-1 who rendered three years regular service in the grade.

Sl. No.	Name of the Post	No. of Posts	Eligibility
01	Lower Division Clerk (LDC) - Level - 2	01	<i>Group 'C' MTS employees in the Level-1 and who possess Senior Secondary (10+2) or equivalent qualification and have rendered three years regular service in the grade, on the basis of the departmental qualifying examination and typist test. (as per the Cadre recruitment rules, 2018, N.S.University, Tirupati)</i>

The applications can be had from Administration and Establishment Section, National Sanskrit University, Tirupati from 16.08.2021 and the last date and time for submission of filled in application forms to the undersigned is on or before 23.08.2021 by 5:00 P.M.

The date, time and venue of the Written Tests (Objective, Descriptive and Skill Test) is given below for information of the candidates.

Venue: Academic Building, N.S.University, Tirupati.

Date of Examination	Name of the Post	Time schedule for	
		Objective Type Test	Descriptive Type Test
30.08.2021	Lower Division Clerk (LDC) - Level - 2	10.00 am to 12.00 noon	2:00 pm To 4:30 p.m
	Skill Test		
31.08.2021	Lower Division Clerk	10.00 am to 11.00 am	

Note: The candidates are advised to reach the examination centre one hour before the time of examination. Scheme of Examination, Syllabus, Model Question Paper and General Instructions to Candidates (Annexure I to III) are attached herewith.


REGISTRAR

NATIONAL SANSKRIT UNIVERSITY
(University established by an Act of Parliament)
Tirupati – 517 507

F.No.NSU/Estt./NT/DPC-10%/2021

Dated 14th August, 2021

SCHEME OF EXAMINATION:

It is hereby informed to all the eligible candidates that written tests will be conducted for promotion from Group 'C' MTS to Lower Division Clerk (LDC) and skill test will also be conducted which is qualifying in nature. The written tests shall have two parts -- **(i) Objective type Test** which is qualifying in nature carries 100 marks and **(ii) Descriptive type Test** which carries 100 Marks. The minimum qualifying marks to be secured in Paper-I (Objective type test) is 40. There will be negative marking of 0.25 marks for each wrong answer in the case of Objective Type questions. The answer scripts of the candidates for the **descriptive test** will be evaluated only in respect of those candidates who secure the minimum qualifying marks in Paper-I (i.e. 40 marks). The candidates who secure 50 or above marks in Paper-II shall be called for Skill Test. The marks allocated for Skill Test shall be 50 and the minimum qualifying marks in the Skill Test shall be 25 (i.e., 50 per cent). The merit of the candidates shall be drawn based on the performance in Paper-II (Descriptive Type Test) subject to their qualifying in the Skill Test.

The syllabus for Objective Type Test and the Descriptive Type Test for L.D.Clerk post is furnished below for information of the candidates concerned.

Group 'C' Post:

LOWER DIVISION CLERK – 01 Post

(Promotion 10% - as per the Cadre Recruitment Rules, 2018, N.S.University, Tirupati)

Scheme of Examination and Syllabus:

Written Test				
Type of Examination	Scheme of Examination	Subject of Examination	No. of Questions	Total Marks
Paper I (Objective Test)	Section-A	Noting and Drafting	20	20
	Section-B	English Language	20	20
	Section-C	Quantitative Aptitude	20	20
	Section-D	Reasoning Ability	20	20
	Section-E	General Awareness	20	20
Paper II (Descriptive Test)	Section-A	Noting and Drafting, Letter and Report Writing	05	50
	Section-B	Computer Fundamentals, Information and Communication Technology	05	50

Paper I (Objective Test) Syllabus

Section-A (Noting and Drafting):

- Noting: Principles and Techniques
- Arrangement of Papers in a Case
- Referencing
- Drafting: Principles and Techniques
- Style in Notes & Drafts
- Forms of Communication:
 - Letter, D.O. (Demi-Official) Letter
 - Office Memorandum (O.M.), I.D. Note
 - Office Order
 - Press Communique/Note, Notification
 - Endorsement, Circular and Advertisement

Section-B (English Language):

- Antonyms, Synonyms
- Spelling Check
- One-word Substitution
- Change of Voice, Change of Speech
- Idioms & Phrases
- Spotting Errors
- Sentence Improvement
- Ordering of Words, Arrangement of Sentences
- Selecting Words

Section-C (Quantitative Aptitude):

- Number System, Average
- Percentage, Ratio
- Problems of H.C.F. and L.C.M.
- Simplification, Clock
- Calendar, Problems on Ages
- Height and Distance
- Alligation (Mixture), Partnership
- Time and Work, Profit and Loss
- Simple Interest, Compound Interest
- Speed, Time and Distance
- Area, Volume and Surface Area

Section-D (Reasoning Ability):

- Number Series Completion, Continuous Pattern Series, Letter and Symbol Series
- Missing Character Finding, Missing Number Finding
- Odd Man Out, Blood Relation
- Direction Sense Test, Coding and Decoding
- Analogy, Puzzle
- Analogies, Syllogisms
- Verbal Classification, Verbal Reasoning
- Logical sequencing of Words

Section-E (General Awareness):

- Indian Culture
- Indian Economy
- Indian History
- Indian Politics
- Geography
- Basic Knowledge of Sciences-Physics and Chemistry
- Famous places in India
- Important Days and Years
- Books and Authors
- Honours and Awards
- Films and Festivals
- Music, Dance and Literature
- Sports and Technology

Paper-II (Descriptive Test) Syllabus

Section-A (Noting and Drafting, Letter and Report Writing):

- Essentials of effective Official Noting and Drafting
- Basic principles for clear inter-office noting and forms of communications
- Nature and scope for writing: Gazette Notifications, Audit & Accounts objections/reports and letters of various Govt. departments, Public Sector enterprises, Banks or LIC offices etc.,
- Letter Writing: Official and Business
- Synonyms of exact Hindi words, Adjectives, terminology and their usage
- Confidential and top secret Notings to mould words and sentences in proper way

Section-B (Computer Fundamentals, Information and Communication Technology):

- Basics of Computer Technology: Hardware and Software
- Computer Operating System (OS), Computer Language
- Fundamentals of Computer Technology: Classification, Architecture
- Internet and its applications
- MS office

MODEL QUESTION PAPERS

LOWER DIVISION CLERK – 01 Post

(Promotion 10% - as per the Cadre recruitment rules, 2018, N.S.University, Tirupati)

PAPER-I

SECTION – A : NOTING AND DRAFTING

1. How many entries can be made in each page of the personal register? A. 1 B. 2 C. 3 D. 4	1. व्यक्तिगत रजिस्टर के प्रत्येक पृष्ठ में कितनी प्रविष्टियाँ की जा सकती हैं? A. 1 B. 2 C. 3 D. 4
2. At the top of note file what colour fly leaf is placed? A. Blue B. Green C. Red D. Yellow	2. नोट फ़ाइल के शीर्ष पर किस रंग का पत्ता रखा जाता है? A. नीला B. हरा C. लाल D. पीला
3. How many late attendances will forfeit one casual leave? A. 1 day B. 2 days C. 3 days D. None of the above	3. कितनी देर की उपस्थिति एक आकस्मिक अवकाश को रोक देगी? A. 1 दिन B. 2 दिन C. 3 दिन D. उपरोक्त में से कोई नहीं

SECTION – B : ENGLISH LANGUAGE

21. What is the synonym of GRAPHIC? A. Moving B. Timid C. Obvious D. Instructive
22. What is the antonym to the word SINGULAR? A. Ancient B. Social C. Common D. Dull
23. Find the correct spelt word? A. Apprehension B. Aprehention C. Apprenshion D. Aprenshion

SECTION - C : QUANTITATIVE APTITUDE

<p>41. The marked price of an article is Rs. 700. A shopkeeper gives a discount of 20% and still makes a profit of 40%. What is the cost price (in Rs.) of the article?</p> <p>A. 400 B. 450 C. 300 D. 350</p>	<p>41. एक वस्तु का अंकित मूल्य रु 700 है। एक दुकानदार 20% की छूट देता है और फिर भी 40% का लाभ कमाता है। वस्तु का लागत मूल्य है क्या (में रु)?</p> <p>A. 400 B. 450 C. 300 D. 350</p>
<p>42. The marks of X and Y are in the ratio 3 : 11, respectively. If X scores 9, find the marks of Y.</p> <p>A. 55 B. 22 C. 33 D. 44</p>	<p>42. X और Y के अंक क्रमशः 3 : 11 के अनुपात में हैं। यदि X, 9 स्कोर करता है, तो Y के अंक ज्ञात करें।</p> <p>A. 55 B. 22 C. 33 D. 44</p>
<p>43. What least number must be added to 1056 so that the sum is completely divisible by 23?</p> <p>A. 2 B. 3 C. 18 D. 21</p>	<p>43. कौनसी न्यूनतम संख्या 1056 में जोड़ी जानी चाहिए ताकि योग 23 से पूरी तरह से विभाज्य हो ?</p> <p>A. 2 B. 3 C. 18 D. 21</p>

SECTION - D : REASONING ABILITY

<p>61. Vilas remembers that his marriage is after 4th July, while his sister remembers that his marriage is before 6th July. On which date of July is his marriage?</p> <p>A. 4th B. 5th C. 6th D. 7th</p>	<p>62. विलास को याद है कि उसकी शादी 4 जुलाई के बाद है, जब कि उसकी बहन को याद है कि उसकी शादी 6 जुलाई से पहले है। जुलाई की कौनसी तारीख को उसकी शादी है ?</p> <p>A. चौथी B. पाँचवी C. छठी D. सातवीं</p>
<p>61. In the following question, select the related number from the given alternatives. 21 : 441 :: 20 : ?</p> <p>A. 400 B. 446 C. 441 D. 576</p>	<p>62. निम्नलिखित प्रश्न में, दिए गए विकल्पों में से संबंधित संख्या का चयन करें। 21 : 441 :: 20 : ?</p> <p>A. 400 B. 446 C. 441 D. 576</p>

SECTION - E : GENERAL KNOWLEDGE

<p>81. The book 'India of My Dreams' is written by</p> <ul style="list-style-type: none">A. Mahatma GandhiB. Dr. S. RadhakrishnanC. Jawaharlal NehruD. Dr. Rajendra Prasad	<p>81. 'इंडिया ऑफ मै ड्रीम्स' पुस्तक _____ द्वारा लिखी गई है।</p> <ul style="list-style-type: none">A. महात्मा गांधीB. डॉ एस राधाकृष्णनC. जवाहरलाल नेहरूD. डॉ राजेंद्र प्रसाद
<p>82. Operating system is also called the _____ between the user and computer.</p> <ul style="list-style-type: none">A. bridgeB. interfaceC. communicationD. topology	<p>.81ऑपरेटिंग सिस्टम को उपयोगकर्ता और कंप्यूटर के बीच _____ भी कहा जाता है।</p> <ul style="list-style-type: none">A. bridgeB. interfaceC. communicationD. topology

PAPER - II (DESCRIPTIVE TYPE)

SECTION - A

- I. This section consists of 05 questions. Attempt all questions.
- II. Each question carries equal marks

(50)

1. Prepare a note for approval of the Competent Authority to invite the Hon'ble Minister of Education as Chief Guest for the Convocation of National Sanskrit University, Tirupati.

राष्ट्रीय संस्कृत विश्वविद्यालय, तिरुपति के दीक्षांत समारोह के लिए मुख्य अतिथि के रूप में मानव संसाधन विकास मंत्री को आमंत्रित करने के लिए सक्षम प्राधिकारी के अनुमोदन के लिए एक नोट तैयार करें।

Or/ या

Prepare a note for approval of the Competent Authority to purchase Computers, Printers etc., worth above Rs.5,00,000/- for the Establishment Section following GFR 2017.

GFR 2017 नियमों का पालन करते हुए स्थापना अनुभाग के लिए रु. 5,00,000/- से अधिक मूल्य के कंप्यूटर, प्रिंटर आदि खरीदने के लिए सक्षम प्राधिकारी के अनुमोदन के लिए एक नोट तैयार करें।

2. To invite all Heads of Departments of University regarding a meeting for preparation of Academic Calendar for the year 2021-22, submit a Draft for approval of the Competent Authority.

वर्ष 2021-22 के अकादमिक कैलेंडर की तैयारी के लिए एक बैठक के बारे में विश्वविद्यालय के सभी विभागों के प्रमुखों को आमंत्रित करने के लिए, सक्षम प्राधिकारी से अनुमोदन के लिए एक मसौदा प्रस्तुत करें।

Or/ या

Submit a Draft for approval of the Competent Authority to direct all the Staff and Students of the University for active participation in Yoga Day Celebrations.

योग दिवस समारोह में सक्रिय भागीदारी के लिए विश्वविद्यालय के सभी कर्मचारियों और छात्रों को निर्देशित करने के लिए सक्षम प्राधिकारी की स्वीकृति के लिए एक प्रारूप प्रस्तुत करें।

SECTION - B

- I. This section consists of 05 questions. Attempt all questions.
II. Each question carries equal marks

(50)

6. Explain the concept of 'Operating System' in Computers?
कंप्यूटर में 'ऑपरेटिंग सिस्टम' समझाइए को अवधारणा की ?

Or/या

What are the functions of Central Processing Unit? Briefly Discuss
सेंट्रल प्रोसेसिंग यूनिट के क्या कार्य हैं ? संक्षेप में चर्चा करें ।

7. Write a short note on any two of the following?

(i) MS-WORD (ii) MS-POWERPOINT (III) MS-EXCEL

निम्नलिखित में से किसी दो पर एक छोटा नोट लिखिए ।

(i) MS-WORD (ii) MS-POWERPOINT (III) MS-EXCEL

Or/या

What is the usage of 'Internet' in a Govt. Office? Discuss

सरकारी कार्यालय में 'इंटरनेट' का क्या उपयोग है ? चर्चा करें ।

Note: Question Nos. 3, 4 and 5 of Section-A and 8, 9 and 10 of Section-B also follow as per Syllabi.

The candidates are hereby advised to go through the General Instructions, OMR sheet instructions and skill tests norms which are furnished herewith as Annexure I, II and III respectively.

REGISTRAR

NATIONAL SANSKRIT UNIVERSITY

Tirupati – 517 507

GENERAL INSTRUCTIONS TO CANDIDATES

1. No candidate will be allowed to enter the Test Centre after Reporting time i.e., 9.30 am in the forenoon session, 2.00 pm in the afternoon session, under any circumstances.
2. The question paper will be supplied in bilingual (English and Hindi) and the applicant will have the option to respond in any of language. However, the medium of language in answering the question must be used throughout.
3. The candidature will be treated as invalid ab-initio, in case he/she does not fulfill the eligibility criteria. Candidate should satisfy himself/herself regarding the possession of the required qualifications, age, caste etc., as stipulated for the post he/she applied for as on the last date of receipt of applications.
4. The Question paper booklet (objective) contains four options of answer against each question indicated as A, B, C & D. The candidates are required to read the question carefully and choose the correct answer by fully darkening/filling the correct option from A, B, C and D on OMR sheet.

Special instructions for making response in the OMR answer sheet are as under:

- (a) Mark/write the name of the Test, Subject, Test Centre, Roll Number and date of test in the space provided for the particular item with Black or Blue Ball Point Pen. Don't write anything on the answer / OMR sheet except in the space provided.
- (b) Should darken the choice of answer in the OMR Sheet neatly and clearly with Black or Blue Ball Point Pen which you will be marking as your response corresponding to choices of answers in the Question Booklet/ question paper.
- (c) Illustration for marking the answer is given below:

Q No.1) Who is the First President of India?

- | | |
|-------------------------|----------------------|
| (A) K.R. Narayanan | (B) N. Sanjeev Raddy |
| (C) Dr. Rajendra Prasad | (D) V. V. Giri |

You will have four alternatives/choices in the OMR Sheet for your response corresponding to each question in the question Booklet/paper as below:

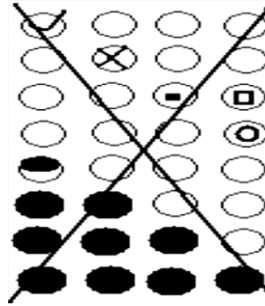
Q. No. 1: A B C D

In the above illustration, if you have chosen C i.e. Dr. Rajendra Prasad, then the same should be marked on the Answer Sheet (OMR) by darkening the relevant circle with a Black or Blue Ball Point Pen only as below:-



THIS WILL BE THE ONLY CORRECT METHOD OF ANSWERING.

- (i) In either of the following cases, the answer will be treated as invalid:
Darkening more than one circle or use of eraser/fluid/ any other device. Use of other method like tick mark, cross mark, dots mark, outside circle, half filled circle etc. Example:-



5. OMR Sheet will be collected back after completion of the exam by the invigilator immediately. Candidate will not be allowed to leave the test hall in the first one hour and last half an hour of the test time.
6. The questions will be bilingual i.e. in Hindi & in English, wherever applicable, except for the test of language section (English) of the paper.
7. The University reserves the right to reject the candidature of any candidate at any stage of recruitment. Further, candidature of any candidate is purely provisional, until he is offered appointment.
8. The permission of the candidate to the written test is entirely provisional and mere issue of Hall Ticket or appearance in test does not entitle him/her to any claim for the post.
9. Without prejudice to criminal action/debarment from University's test wherever necessary, candidature will be summarily cancelled at any stage of the recruitment in respect of candidates who are found to have indulged in any of the following:-
 - (i) In possession of mobile phone & accessories and other electronic gadgets within the premises of the test centre, whether in use or in switched off mode and on person or otherwise.
 - (ii) Using unfair means in the examination hall.
 - (iii) Obtaining support for his/her candidature by any means.
 - (iv) Impersonate/Procuring impersonation by any person.
 - (v) Submitting fabricated documents or documents which have been tampered with.
 - (vi) Making statements which are incorrect or false or suppressing material information.
 - (vii) Resorting to any other irregular or improper means in connection with his/her candidature for the test.

- (viii) Misbehaving in any other manner in the examination hall with the Supervisor, Invigilator or University's representatives.
 - (ix) Intimidating or causing harm to the staff employed by the University for the conduct of test.
 - (x) Not fulfilling the eligibility condition mentioned in the Advertisement.
 - (xi) Any other ground which the University considers to be sufficient cause.
10. It is compulsory to carry at least one original Photo ID such as Voter's ID, Aadhaar Card, Driving License, ID cards or Passport issued by Government in addition to Hall Tickets. Candidates without such ID cards and Hall Ticket will not be allowed to enter into the test centre.
 11. The decision of the University is final in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of test(s) and selection, as per the rules.
 12. In the question papers, where necessary, the Metric systems of weights and measures only will be used.

NATIONAL SANSKRIT UNIVERSITY :: TIRUPATI
(University established by an Act of Parliament)

OMR Sheet

Examination - 2021

OMR Sheet No. _____

Roll No.

(In figures as per Hall Ticket)

Roll No. _____

(In words)

Name of the Candidate in Capital Letters : _____

Signature of the Candidate with date: _____

Invigilator's Name : _____

Invigilator's Signature with date : _____

This booklet contains XX printed pages.

इस पुस्तिका में XX मुद्रित पृष्ठ हैं।

Question Booklet No.

प्रश्न पुस्तिका संख्या

Time Allowed: Two Hours

Maximum

Marks: 100

Do not open the Seal of the Question booklet until you are told to do so.

इस प्रश्न पुस्तिका एवं उत्तर पुस्तिका की सील तब तक न खोलें जह तक कहा न जाए।

Read the following instructions carefully before you begin to answer the questions. Section A, C, D and E of this Booklet contain questions in English as well as in Hindi, wherever applicable. However, Section B of the question booklet is for English language and candidates will have to answer accordingly.

प्रश्नों के उत्तर देने से पहले नीचे लिखे अनुदेशों को ध्यान से पढ़ ले। इस पुस्तिका के भाग ए, सी, डी एवं ई में प्रश्न अंग्रेजी तथा हिन्दी दोनों में जहा भी लागू हो दिये गये हैं। इस प्रश्न पुस्तिका का भाग 'बी' अंग्रेजी भाषा के लिए है। उम्मीदवारों को इस भाग का उत्तर तदनुसार देना होगा।

Instruction for the Candidates	परीक्षार्थियों के लिए निर्देश
<p>1. This Question Booklet contains of 100 questions in all comprising in the following Five sections:</p> <p>Section A: Concerned Subject (20 Q.) Section B: English Language (20 Q.) Section C: Quantitative Aptitude (20 Q.) Section D: Reasoning Ability (20 Q.) Section E : General Awareness (20 Q.)</p>	<p>1. इस प्रश्न पुस्तिका एवं उत्तर पुस्तिका में कुल 100 प्रश्न हैं, जिन में निम्नलिखित पांच भाग हैं :</p> <p>भाग ए : सम्बद्ध विषय (20 प्रश्न) भाग बि : आंग्ल भाषा (20 प्रश्न) भाग सी : मात्रात्मक अभिज्ञता (20 प्रश्न) भाग डी : विचक्षणा क्षमता (20 प्रश्न) भाग ई : सामान्य ज्ञान (20 प्रश्न)</p>

2. At the commencement of examination, the question booklet will be given to you. In the first 10 minutes, you may open the booklet, compulsorily and examine it as detailed below: -

- (i) To have access to the Question Booklet, tear off the paper seal on the edge of the cover page. Do not accept a booklet without sticker-seal.
 - (ii) Tally the number of pages and number of questions in the booklet with the information printed on the cover page. Faulty booklets, due to missing of pages/questions or duplicate or not in serial order or any other discrepancy, will be replaced immediately by the invigilator (within the period of 10 minutes). After starting the examination, neither the Question Booklet be replaced nor any extra time will be given.
 - (iii) After the verification is over, the Test Booklet Number should be entered in the OMR Sheet and the OMR Sheet Number should be entered on this Test Booklet. Also write your name & roll number and put signature in the space provided on the top of this page.
3. **In questions, given bilingually in English and Hindi, in case of any discrepancy, the English version shall prevail.**
4. The paper carries **negative marking. 0.25 mark** will be deducted for each wrong answer.
5. Each item has four alternative responses marked (A), (B), (C) and (D). You have to darken the circle as indicated below on the correct response against each item in OMR Sheet. **Example:-** (A) (B) (C) (D) (If C is the correct response)
6. In either of the following cases, the answer will be treated as invalid (Details are given below):
- a. Darkening more than one circle or use of eraser/fluid/ any other device.
 - b. Use of other methods like:- tick mark, cross mark, dot mark, outside circle, half-filled circle etc. Example: -



2. परीक्षा प्रारम्भ होने पर, प्रश्न-पुस्तिका आपको दे दी जायेगी। पहले दस मिनट आपको प्रश्न-पुस्तिका खोलने तथा उसकी निम्नलिखित जाँच के लिए दिये जायेंगे, जिसकी जाँच आपको अवश्य करनी है।

- i. प्रश्न-पुस्तिका खोलने के लिए उसके कवर पेज पर लगी कागज की सील को फाड़ लें। खुली हुई या बिना स्टीकर-सील की पुस्तिका स्वीकार न करें।
 - ii. कवर पृष्ठ पर छपे निर्देशानुसार प्रश्न-पुस्तिका के पृष्ठ तथा प्रश्नों की संख्या को अच्छी तरह चैक कर लें कि पूरे है। दोषपूर्ण पुस्तिका जिनमें पृष्ठ/प्रश्न कम हो या द्वारा आ गये हों या सीरियल में न हों अर्थात् किसी भी प्रकार की त्रुटिपूर्ण पुस्तिका स्वीकार न करें तथा उसी समय उसे लौटा कर उसके स्थान पर दूसरी सही प्रश्न-पुस्तिका ले लें। इसके लिए आपको दस मिनट दिये जायेंगे। उसके बाद न तो आपकी प्रश्न-पुस्तिका परिवर्तित की जायेगी और न ही आपको अतिरिक्त समय दिया जायेगा।
 - iii. जाँच के बाद प्रश्न-पुस्तिका की क्रम संख्या ओ.एम.आर. पत्रक की क्रम संख्या इस प्रश्न-पुस्तिका पर अंकित कर दें तथा इस पृष्ठ के ऊपर नियत स्थान पर अपना नाम, रोल नम्बर एवं हस्ताक्षर लिखिए।
3. अंग्रेजी और हिन्दी भाषा में दिए गए द्विभाषी प्रश्नों में कोई विसंगति होने की स्थिति में अंग्रेजी विवरण मान्य होगा।
4. प्रश्न पत्र में नकारात्मक अंकन होगा। हर गलत उत्तर के लिए 0.25 अंक काटा जायेगा।
5. हर एक प्रश्न के लिए चार उत्तर विकल्प (A), (B), (C) तथा (D) दिये गये हैं। आपको सही उत्तर के दीर्घवृत्त को पेन से ओ.एम. आर. शीट में भरकर काला करना है जैसा कि नीचे दिखाया गया है। उदाहरण (A) (B) (C) (D) (आगर सी सही उत्तर है)।
6. कदाचित् निम्नलिखित विसंगति पाने पर आप का उत्तर मान्य नहीं (विवरण नीचे दिया गया है) -
- अ. एक से अधिक वृत्तों को काला करना अथवा रबर/फ्लूइड/ अन्य कोई उपकरण को उपयोग करने पर।
 - आ. गलत तरीके से उत्तर देना यथा टिक मार्क/क्रास मार्क बिन्दु लेखन/ वृत्त को बाहर तक काला करना/ अर्ध वृत्त को काला इत्यादि करने पर।
- उदाहरण :
-
7. प्रश्नों के उत्तर केवल ओ.एम.आर./उत्तर-पत्रक पर ही अंकित करना है। यदि आप ओ.एम.आर./ उत्तर पत्रक पर दिये दीर्घवृत्त के अलावा किसी अन्य स्थान पर उत्तर चिह्नांकित करते हैं तो उसका मूल्यांकन नहीं किया जायेगा।

<p>7. Your responses to the items are to be indicated in the OMR Sheet. If you mark at any place other than in the circles in the OMR Sheet, it will not be evaluated.</p> <p>8. Rough work is to be done on the space provided for this purpose in this Question Booklet.</p> <p>9. Don't write your name or put any mark on any part of the OMR/Answer Sheet, except for the space allotted for the relevant entries.</p> <p>10. You have to return the OMR/Answer Sheet to the invigilators at the end of the examination compulsorily and must not carry it with you outside the Examination Hall.</p> <p>11. Use only Blue/Black Ball point pen.</p> <p>12. Use of calculator or log table or cell phone or any electronics device etc., is prohibited.</p>	<p>8. रफ कार्य केवल प्रश्न पुस्तिका एवं उत्तर पत्रिका में उपलब्ध स्थान पर किया जा सकता है।</p> <p>9. यदि आप ओ.एम.आर./ उत्तर पुस्तिका पर अपना नाम व ऐसा कोई निशान जिससे आपकी पहचान हो सके, किसी भी भाग पर दर्शाते या अंकित करते हैं, वो परीक्षा के लिए अयोग्य घोषित कर दिये जायेंगे।</p> <p>10. आपको परीक्षा समाप्त होने पर प्रश्न पुस्तिका एवं ओ.एम.आर/उत्तर पत्रक निरीक्षक महोदय को लौटाना आवश्यक है और परीक्षा समाप्ति के बाद उसे अपने साथ परीक्षा भवन से बाहर ले जाना वर्जित है।</p> <p>11. केवल नीले/ काले बाल पाइंट पैन का ही इस्तेमाल करें।</p> <p>12. किसी भी प्रकार का संगणक (कैलकुलेटर) या लाग टेबल या मोबाईल फोन या इलेक्ट्रानिक्स डिवाइस आदि का प्रयोग वर्जित है।</p>
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NATIONAL SANSKRIT UNIVERSITY :: TIRUPATI
(University established by an Act of Parliament)

PAPER-II

Candidate's Roll No.

Question cum Answer booklet No.

(in words) _____

प्रश्न पुस्तिका एवं उत्तर पुस्तिका संख्या

This booklet contains ___ printed pages. इस पुस्तिका में ---- मुद्रित पृष्ठ है।

Time Allotted : Two Hours

Max. Marks : 100

Read the following instructions carefully before you begin to answer the questions.

प्रश्नों के उत्तर देने से पहले नीचे लिखे अनुदेशों को ध्यान से पढ़ ले।

- Do not start the writing until directed to do so. After getting the instruction to start the writing, check the page numbers and serial number of order of questions. If any page is missing, it should be intimated to the Invigilator, immediately within 5 minutes of starting the examination. Tearing of any page from the booklet is strictly prohibited and treated for disqualification from the examination.

इस उत्तरपुस्तिका का लेखन तबतक न करे जबतक कहा न जाए। लिखने के लिए निर्देश प्राप्त करने के बाद, पृष्ठ संख्याओं और प्रश्नों के क्रम संख्या की जांच करें। यदि कोई पृष्ठ गुम है, तो परीक्षा प्रारंभ से 5 मिनट के भीतर, निरीक्षक को सूचित किया जाना चाहिए। पुस्तिका से किसी भी पृष्ठ को फाड़ना सख्त मना है और वह परीक्षा के लिए अयोग्य घोषित कर दिये जायेंगे।

- Candidates are required to provide/filled in the details such as:- name, roll number etc., in the space provided only. No sign or mark or any kind of writing in other pages of the answer booklet, which may disclose the identity of the candidate is strictly prohibited.

अभ्यर्थियों को केवल उपलब्ध कराई गई जगहों में ही अपना नाम, रोल नंबर इत्यादि विवरण प्रदान / भरने की आवश्यकता है। उत्तर पुस्तिका के अन्य पृष्ठों में कोई संकेत या चिह्न या किसी भी तरह का लेखन सख्त मना है, जो उम्मीदवार की पहचान का खुलासा कर सकता है।

- The candidate should answer to the questions either in Blue or Black ball-point Pen only. Candidate should select and use only one colour Pen either Blue or Black for answering all the questions.

उम्मीदवार को केवल ब्लू या ब्लैक बॉल पॉइंट पेन में सवालों के जवाब देना चाहिए। अभ्यर्थी को सभी सवालों के जवाब देने के लिए केवल एक रंगीन पेन या तो ब्लू या ब्लैक का चयन करना चाहिए।

- Answer the questions in the space provided. Attempt the questions as per the directions given to each questions/sections.

प्रदान की गई जगह में सवालों का जवाब दें। प्रत्येक प्रश्न / अनुभागों को दिए गए निर्देशों के अनुसार प्रश्नों को उत्तर देने का प्रयास करें।

- Use of calculator or cell phone or any electronic devices etc., is strictly prohibited in the examination hall.

किसी भी प्रकार का संगणक (कैलकुलेटर) या मोबाईलफोन या इलेक्ट्रॉनिक उपकरणों आदि का उपयोग परीक्षा कक्ष में सख्त मना है।

- You have to return the Question cum Answer booklet to the Invigilators at the end of the examination compulsorily and must not carry it with you outside the Examination Hall.

आप को परीक्षा समाप्त होने पर प्रश्नपुस्तिका एवं उत्तरपुस्तिका निरीक्षक महोदय को लौटाना आवश्यक है और परीक्षा समाप्ति के बाद उसे अपने साथ परीक्षा भवन से बाहर लेजाना वर्जित है।

- Failure to comply with any of the above instructions will render a candidate liable to such action/penalty as deemed fit.

ऊपर के अनुदेशों में से किसी एक का भी पालन न करने पर उम्मीदवार पर विवेकानुसार कार्यवाही की जा सकती है या दण्ड दिया जा सकता है।

Name of the Candidate (in Capitals) : _____

Roll Number (in figures) : _____

Roll Number (in words) : _____

Signature (with date) of the Candidate : _____

Invigilator's Name : _____

Invigilator's Signature (with date) : _____

NATIONAL SANSKRIT UNIVERSITY :: TIRUPATI
(University established by an Act of Parliament)
Tirupati – 517 507

01. Guidelines for Computer Typing Skill Test for the post of Lower Division Clerk (LDC) and criteria for evaluation of Test papers

- Typing Test will be of qualifying in nature.
- For Candidates appearing at Computer Skill Test, PCs running commonly used text editors on Windows/Linux platform will be provided. Use of editing tools for correcting the mistake in typed matter will not be allowed.
- They are advised to use commonly used font faces with font-size 12. For typing test in Hindi on PC, candidates are required to use Mangal or Krutidev or any fonts with font-size 14.
- The Typing test will be taken on computer in Word Pad.
- Typing Test will be conducted in English and Hindi. Candidate will have to attempt the test in one language either in English or in Hindi.
- The candidates will have to indicate his/her choice/option in writing for the opted medium of Computer Typing Skill Test. They are required to attempt either in English or in Hindi.
- Candidates opting for English medium should have minimum typing speed of 35 words per minute which corresponds to 10500 key depressions per hour.
- Candidates opting for Hindi medium should have minimum typing speed of 30 words per minute which corresponds to 9000 key depressions per hour.
- The speed will be adjudged on the accuracy of typing on the Computer of a given Typing Test Paper/text passage in 10 minutes.
- University will provide Computer. If any problem is found by the candidate during practice session, he/she may immediately inform for changing the machine. It is the responsibility of the Candidate to satisfy with the machine for the test. Any complaint regarding malfunctioning of the computer sets during typing or latter shall not be entertained. If any snag or fail occurs during the test, no extra time or alternative arrangement will be given.
- Candidates are required not to damage the equipments provided to them in Test Centre in any manner. Any Candidate found making an erroneous act or damaging the equipments shall be debarred from further process of the test and his/her candidature will be cancelled.
- Visually Handicapped candidates (with 40% disability and above) will be allowed 30 minutes for computer typing.

- Passage Dictators will be provided to VH candidates for the Typewriting test. The Passage Dictator will read out the passage to VH candidate within the allotted time period.
- OH Candidates seeking exemption from Typing test on medical ground must substantiate their claim by furnishing the relevant Medical Certificate in the prescribed format at the time of Typing Test.

Evaluation of Type Scripts/Sheets:

There are two types of mistakes:

- (i) Full Mistakes
- (ii) Half Mistakes.

The following errors are treated as full mistakes:

- For every omission of word/ figure.
- Every substitution of a wrong word /figure.
- Every addition of a word / figure not found in the passage.

The following errors are treated as half mistakes:

- i. Spacing Errors : Where no space is provided between two words, e.g. 'Ihope' or undesired space is provided between the words or letters of a word e.g. 'I h ave' i.e. I hxxve
- ii. For every spelling error committed by way of repetition, or addition or transposition or omission or substitution of a letter/letters, e.g. the word 'spelling' typed as 'seeplings' etc.
- iii. Wrong Capitalization: Wrong use of capital letter for small letter and vice-versa. (This does not apply to Hindi typewriting scripts).

Evaluation of typed scripts will be done as per following norms:

For a Typing Test of 10 minutes: (example)

Total strokes attempted	= 2500
Words typed (strokes)	= 2500/5 = 500 (one word is equal to 5 strokes)
Total mistakes	= 19
Mistakes to be deducted for arriving at net words typed	= 500 - (19x10) = 310
Speed per minute	= 310/10 = 31 words

Formula: **[No. of total words typed - (No. of net mistakes x 10)] = Words typed per minute**

Duration of Test

- **Type Test Total Marks** = **50**
- **Qualifying Marks** = **25**
- **Speed Typing (10 minutes)** = **25 marks**
- **Manuscript of G.O./Table etc. (30 minutes)** = **25 marks**
