

राष्ट्रीय संस्कृत विश्वविद्यालय

NATIONAL SANSKRIT UNIVERSITY

(A Central University established by an Act of Parliament), Tirupati, AP, 517507

F.No.NSKTU/Estt./T&NT Recruitment/2022/01

Date: 09-03-2023

NOTIFICATION

विषय/Sub:- Furnishing Information of Provisionally Shortlisted and Rejected Candidates in respect of posts of Professional Assistant and Lower Division Clerk and withdrawing of post of Laboratory Assistant (Education) and Schedule of Written/Skill Tests - Reg.

संदर्भ/Ref:- (1) Notification F.No.NSKTU/Estt./T&NT Recruitment/2022/01, dt. 22-12-2022.
(2) Addendum-1 vide F.No.NSU/IDC/Recruitment/T&NT/2022, dt.09-01-2023.
(3) Addendum-2 vide F.No.NSU/IDC/Recruitment/T&NT/2022, dt.15-01-2023.

=====

1. Further to the notifications under reference, the Lists of Provisionally Shortlisted & Rejected candidates for the Non-Teaching posts viz. Professional Assistant and Lower Division Clerk are enclosed at Enclosure-I & Enclosure-II respectively.
2. The applicants whose applications have been rejected are hereby informed to submit their representations, if any, along with necessary documentary evidence latest by 13-03-2023 through email at recruitment@nsktu.org. The representations received after 13-03-2023 shall not be considered.
3. The post of Laboratory Assistant (Education), notified vide reference above, stands withdrawn due to administrative reasons. The application fee paid shall be refunded to the respective candidates. Those who have paid the application fee for the post of Laboratory Assistant (Education) are requested to furnish the account details viz. Name of Candidate, Account number, name of the bank and IFSC code along with transaction details to email id recruitment@nsktu.org.
4. The Provisionally Shortlisted candidates are requested to attend the further stages of recruitment (applicable for both the posts of Professional assistant and Lower Division Clerk) as per the following schedule. The venue of the same shall be National Sanskrit University, Tirupati:

Sl.No.	Details of Test (Physical / Paper-based Tests)	Max. Marks	Minimum Qualifying Marks	Date & Time for Professional Assistant	Date & Time for Lower Division Clerk
1	Paper-I (Objective) Duration: 2 Hours	100	40	24-03-2023, 10.00-12.00 Hrs.	25-03-2023 10.00-12.00 Hrs.

Handwritten signature and date: 09/03/2023

2	Paper-II (Descriptive) Duration: 2 Hours	100	50	24-03-2023, 14.00-16.00 Hrs.	25-03-2023, 14.00-16.00 Hrs.
3	Skill Test	50	25	26-03-2023 10.00-13.00 Hrs.	26-03-2023 15.00-17.00 Hrs. (typing test on computer in batches of 10 minutes duration)

- 15 min extra per hour would be given to Visually handicapped, Cerebral Palsy candidates or similar placed candidates from PwBD category.
5. The answer scripts of the candidates for Paper-II (Descriptive Test) shall be evaluated only in respect of those candidates who secure the minimum qualifying marks in Paper I (Objective Test). The candidates who secure minimum qualifying marks in Paper II shall be called for the Skill Test.
 6. The merit list of the candidates shall be drawn based on the total marks obtained in Paper I (Objective Test) and Paper II (Descriptive Test) subject to qualifying the Skill Test. In case of bunching/bracketing of candidates in the results of the written test, the merit list would be decided as per the following criteria ad seriatim:
 - (a) Secured Highest Marks in Paper-I.
 - (b) Senior in Age.
 - (c) Higher Academic Qualification(s).
 - (d) As decided by the Appointing Authority in consideration of Service Experience of the candidates etc.
 7. Syllabus for the Written Test & Skill Tests for the posts of Professional Assistant and Lower Division Clerk are enclosed at Enclosure-III & Enclosure-IV respectively.
 8. All the candidates for the recruitment notification under reference are hereby informed that the recruitment is subject to the outcome of the WP No.2104 of 2023, WP No.4385 of 2023 and further, if any, pending before the Hon'ble High Court of AP.
 9. Additional Information:
 - (a) The question paper would be in bilingual (English and Hindi)
 - (b) The hall tickets are to be downloaded from the recruitment portal, when they are made available and an intimation regarding the same shall be sent to respective email Ids.
 - (c) All the candidates are requested to visit the University website (nsktu.ac.in) regularly for updates.
 - (d) There shall be negative marking for wrong answers to the extent

eeuu
09/03/2023

of 1/4th of marks allocated to that question in Paper – I (Objective Type).

Encl: AA

Callan
09/03/2023
कु लसिचव/Registrar

Copy to:-

Dean (Academic Affairs), Dy. Registrar, All Liaison Officers
Asst. Registrar (Admin), Asst. Registrar (Estt.)
PS to VC / Registrar / Finance Officer
System Analyst - for hosting the notification on NSU website.
Notice Boards

LIST OF SHORTLISTED & REJECTED CANDIDATES - PROFESSIONAL ASSISTANT

Applications: Professional Assistant

#	Form No	Comment by Screening Committee	Status
1	NT0221102049		Shortlisted for Written Test
2	NT0221102073		Shortlisted for Written Test
3	NT0221102074		Shortlisted for Written Test
4	NT0221102076		Shortlisted for Written Test
5	NT0221102093		Shortlisted for Written Test
6	NT0221102099	1. NOC from the present employer with experience certificate is to be produced	Shortlisted for Written Test
7	NT0221102107		Shortlisted for Written Test
8	NT0221102113	1. NOC from the present employer s to be produced	Shortlisted for Written Test
9	NT0221102116	1. NOC from the present employer s to be produced	Shortlisted for Written Test
10	NT0221102144		Shortlisted for Written Test
11	NT0221102145		Shortlisted for Written Test
12	NT0221102148		Shortlisted for Written Test
13	NT0221102158	1. NOC from the present employer with experience certificate is to be produced	Shortlisted for Written Test
14	NT0221102166		Shortlisted for Written Test

Amm
09/03/2023

1/5

#	Form No	Comment by Screening Committee	Status
15	NT0221102169	1. PG Degree Certificate to be produced	Shortlisted for Written Test
16	NT0221102174		Shortlisted for Written Test
17	NT0221102175		Shortlisted for Written Test
18	NT0221102180	1. NOC from the present employer with experience certificate is to be produced	Shortlisted for Written Test
19	NT0221102185	1. NOC from the present employer is to be produced	Shortlisted for Written Test
20	NT0221102214	Experience Certificate and NOC is to be produced1	Shortlisted for Written Test
21	NT0221102220	experience certificate related to library is to be produced	Shortlisted for Written Test
22	NT0221102225		Shortlisted for Written Test
23	NT0221102230		Shortlisted for Written Test
24	NT0221102253		Shortlisted for Written Test
25	NT0221102292		Shortlisted for Written Test
26	NT0221102298	1. Experience certificate from the present employer is to be produced	Shortlisted for Written Test
27	NT0221102302		Shortlisted for Written Test
28	NT0221102322	1. Experience certificate from the present employer is to be produced	Shortlisted for Written Test
29	NT0221102330		Shortlisted for Written Test

Sumit
09/03/2023

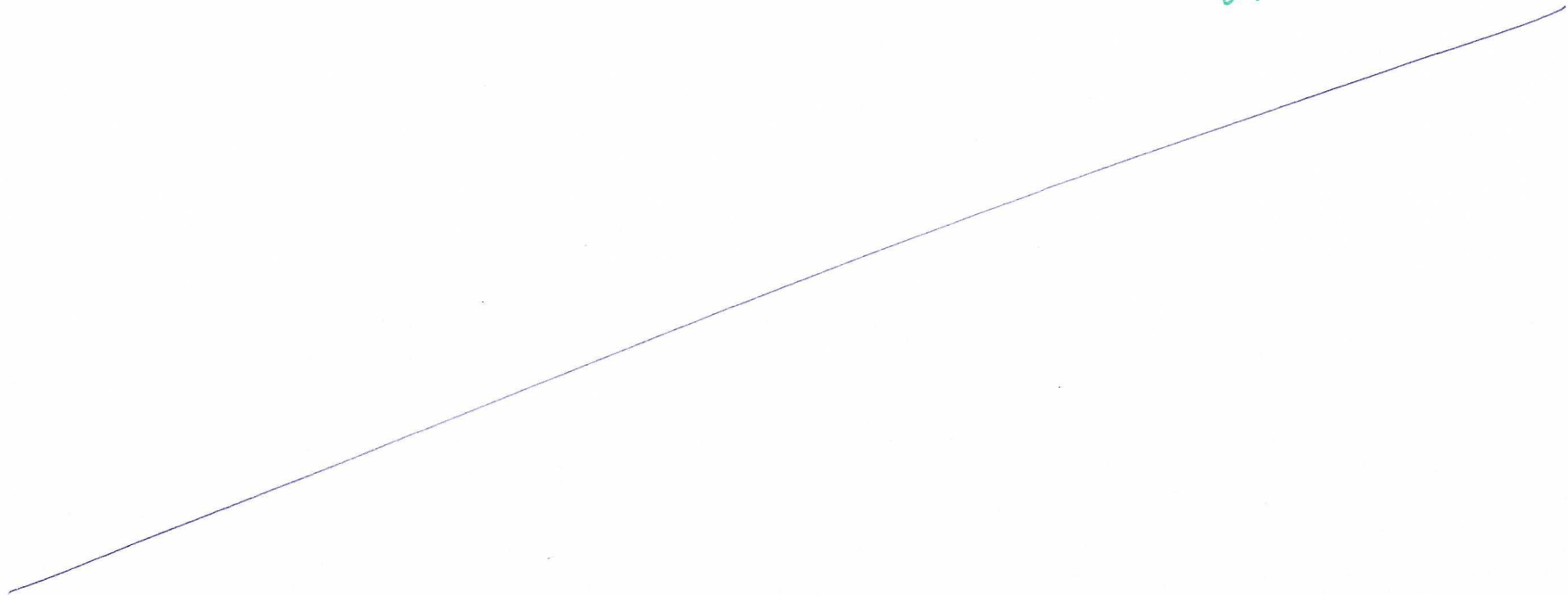
2/5

#	Form No	Comment by Screening Committee	Status
30	NT0221102335	1. Experience certificate from the present employer is to be produced	Shortlisted for Written Test
31	NT0221102344	1. NOC from the present employer is to be produced	Shortlisted for Written Test
32	NT0221102353		Shortlisted for Written Test
33	NT0221102387	1. PG Degree Certificate to be produced	Shortlisted for Written Test
34	NT0221102394		Shortlisted for Written Test
35	NT0221102423		Shortlisted for Written Test
36	NT0221102436	experience certificate is to be produced	Shortlisted for Written Test
37	NT0221102077		Rejected after Screening
38	NT0221102081		Rejected after Screening
39	NT0221102095	1. Not having required experience	Rejected after Screening
40	NT0221102108	1. Not having required experience	Rejected after Screening
41	NT0221102110	1. Not having required experience	Rejected after Screening
42	NT0221102153	1. Not having UG/PG in required subject	Rejected after Screening
43	NT0221102163	1. Not having required experience	Rejected after Screening
44	NT0221102178	1. Not having required experience	Rejected after Screening
45	NT0221102188	1. Not having required experience	Rejected after Screening

Devi
09/03/2023

#	Form No	Comment by Screening Committee	Status
46	NT0221102199	1. Not having required experience	Rejected after Screening
47	NT0221102219	1. Not having UG/PG in required subject	Rejected after Screening
48	NT0221102229	1. Not having UG/PG in required subject	Rejected after Screening
49	NT0221102246	1. Not having required experience	Rejected after Screening
50	NT0221102256	1. Not having UG/PG in required subject	Rejected after Screening

Allen
09/03/2023 Contd., 5/5



Applications: Professional Assistant

#	Form No	Comment by Screening Committee	Status
51	NT0221102260	1. Not having required experience	Rejected after Screening
52	NT0221102263	1. Not having required experience	Rejected after Screening
53	NT0221102268	shortfall of five days in experience	Rejected after Screening
54	NT0221102311	not having required qualification	Rejected after Screening
55	NT0221102314	not having requisite experience	Rejected after Screening
56	NT0221102326	1. Not having UG/PG in required subject	Rejected after Screening
57	NT0221102334	1. Not having required experience	Rejected after Screening
58	NT0221102349	1. Not having required experience	Rejected after Screening
59	NT0221102375	1. Not having UG/PG in required subject	Rejected after Screening
60	NT0221102383	not having required qualification	Rejected after Screening
61	NT0221102388	1. Not having required experience	Rejected after Screening

Suman
09/03/2023

LIST OF SHORTLISTED & REJECTED CANDIDATES - LOWER DIVISION CLERK

Applications: Lower Division Clerk

#	Form No	Comment by Screening Committee	Status
1	NT0221102019		Shortlisted for Written Test
2	NT0221102021		Shortlisted for Written Test
3	NT0221102034		Shortlisted for Written Test
4	NT0221102035		Shortlisted for Written Test
5	NT0221102036		Shortlisted for Written Test
6	NT0221102051		Shortlisted for Written Test
7	NT0221102052		Shortlisted for Written Test
8	NT0221102053		Shortlisted for Written Test
9	NT0221102071		Shortlisted for Written Test
10	NT0221102083		Shortlisted for Written Test
11	NT0221102119		Shortlisted for Written Test
12	NT0221102120		Shortlisted for Written Test
13	NT0221102122		Shortlisted for Written Test
14	NT0221102131	1. UG Degree certificate to be produced	Shortlisted for Written Test
15	NT0221102132		Shortlisted for Written Test

Handwritten signature
09/03/2023

#	Form No	Comment by Screening Committee	Status
16	NT0221102133		Shortlisted for Written Test
17	NT0221102135		Shortlisted for Written Test
18	NT0221102139		Shortlisted for Written Test
19	NT0221102151		Shortlisted for Written Test
20	NT0221102154		Shortlisted for Written Test
21	NT0221102159		Shortlisted for Written Test
22	NT0221102168		Shortlisted for Written Test
23	NT0221102173		Shortlisted for Written Test
24	NT0221102181		Shortlisted for Written Test
25	NT0221102197		Shortlisted for Written Test
26	NT0221102200		Shortlisted for Written Test
27	NT0221102202		Shortlisted for Written Test
28	NT0221102203		Shortlisted for Written Test
29	NT0221102204		Shortlisted for Written Test
30	NT0221102207		Shortlisted for Written Test
31	NT0221102208		Shortlisted for Written Test

eww
09/03/2023

#	Form No	Comment by Screening Committee	Status
32	NT0221102209		Shortlisted for Written Test
33	NT0221102210		Shortlisted for Written Test
34	NT0221102215		Shortlisted for Written Test
35	NT0221102216		Shortlisted for Written Test
36	NT0221102217		Shortlisted for Written Test
37	NT0221102226		Shortlisted for Written Test
38	NT0221102228		Shortlisted for Written Test
39	NT0221102231		Shortlisted for Written Test
40	NT0221102232		Shortlisted for Written Test
41	NT0221102233		Shortlisted for Written Test
42	NT0221102237		Shortlisted for Written Test
43	NT0221102238		Shortlisted for Written Test
44	NT0221102244		Shortlisted for Written Test
45	NT0221102257		Shortlisted for Written Test
46	NT0221102262		Shortlisted for Written Test
47	NT0221102264		Shortlisted for Written Test

Handwritten signature
09/03/2023

#	Form No	Comment by Screening Committee	Status
48	NT0221102265	UG Degree certificate is to be produced	Shortlisted for Written Test
49	NT0221102269		Shortlisted for Written Test
50	NT0221102270		Shortlisted for Written Test

Contd. 5/9

eww
09/03/2023

4/9

Applications: Lower Division Clerk

#	Form No	Comment by Screening Committee	Status
51	NT0221102271		Shortlisted for Written Test
52	NT0221102276		Shortlisted for Written Test
53	NT0221102277		Shortlisted for Written Test
54	NT0221102279		Shortlisted for Written Test
55	NT0221102280		Shortlisted for Written Test
56	NT0221102282		Shortlisted for Written Test
57	NT0221102284		Shortlisted for Written Test
58	NT0221102287		Shortlisted for Written Test
59	NT0221102289		Shortlisted for Written Test
60	NT0221102291		Shortlisted for Written Test
61	NT0221102293		Shortlisted for Written Test
62	NT0221102300		Shortlisted for Written Test
63	NT0221102303		Shortlisted for Written Test
64	NT0221102308		Shortlisted for Written Test
65	NT0221102309	1. UG Degree certificate to be produced	Shortlisted for Written Test

Handwritten signature
09/03/2023

#	Form No	Comment by Screening Committee	Status
66	NT0221102310		Shortlisted for Written Test
67	NT0221102313		Shortlisted for Written Test
68	NT0221102316		Shortlisted for Written Test
69	NT0221102317		Shortlisted for Written Test
70	NT0221102318		Shortlisted for Written Test
71	NT0221102319		Shortlisted for Written Test
72	NT0221102327		Shortlisted for Written Test
73	NT0221102339		Shortlisted for Written Test
74	NT0221102343		Shortlisted for Written Test
75	NT0221102345		Shortlisted for Written Test
76	NT0221102357		Shortlisted for Written Test
77	NT0221102366		Shortlisted for Written Test
78	NT0221102369		Shortlisted for Written Test
79	NT0221102379		Shortlisted for Written Test
80	NT0221102381		Shortlisted for Written Test
81	NT0221102382		Shortlisted for Written Test

Amur
09/03/2023

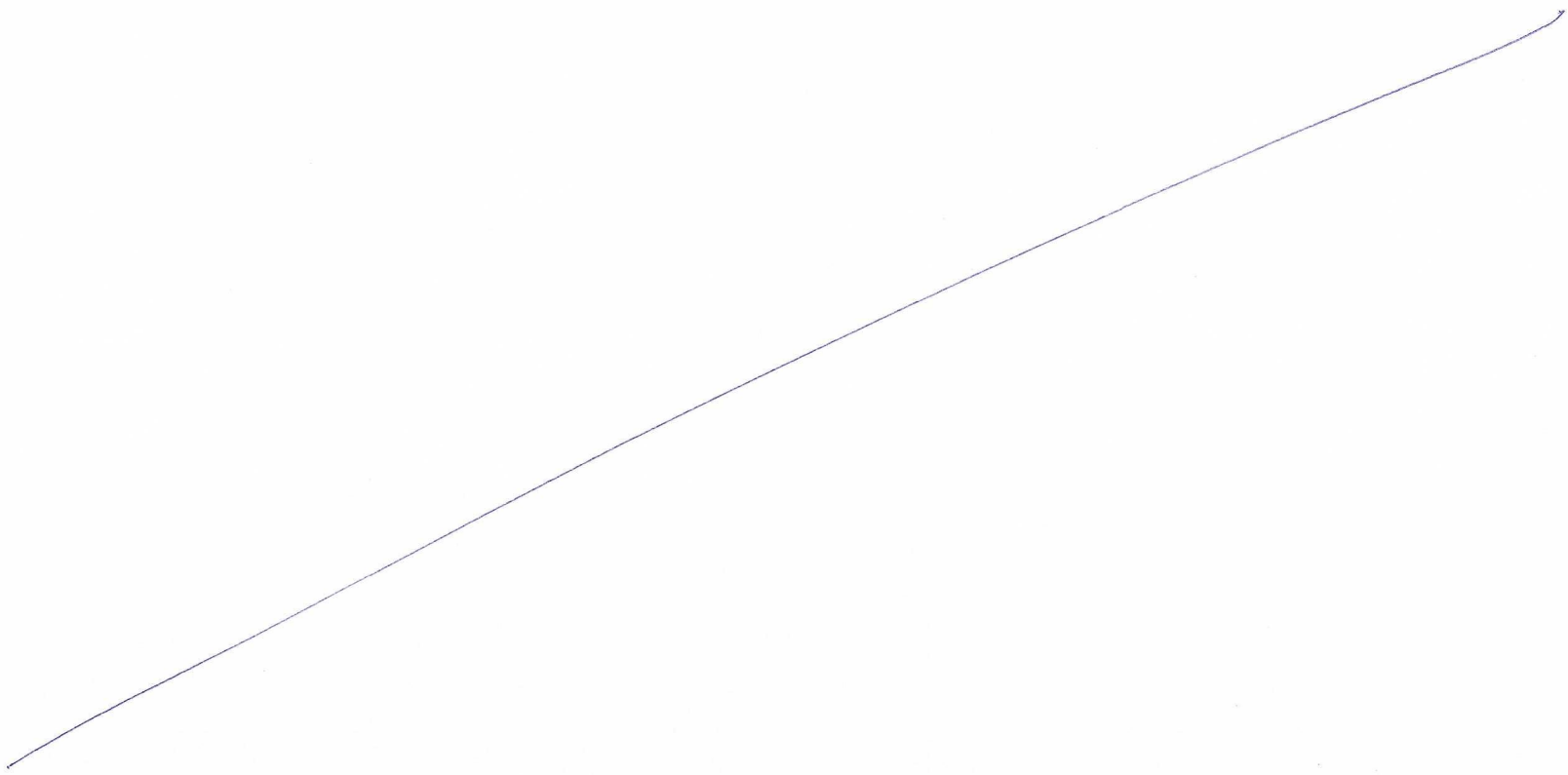
#	Form No	Comment by Screening Committee	Status
82	NT0221102384		Shortlisted for Written Test
83	NT0221102385		Shortlisted for Written Test
84	NT0221102390		Shortlisted for Written Test
85	NT0221102393		Shortlisted for Written Test
86	NT0221102397		Shortlisted for Written Test
87	NT0221102398		Shortlisted for Written Test
88	NT0221102399		Shortlisted for Written Test
89	NT0221102400		Shortlisted for Written Test
90	NT0221102404		Shortlisted for Written Test
91	NT0221102406	NOC from the present employer is to be produced	Shortlisted for Written Test
92	NT0221102409		Shortlisted for Written Test
93	NT0221102410		Shortlisted for Written Test
94	NT0221102411	1. UG Degree certificate to be produced	Shortlisted for Written Test
95	NT0221102413		Shortlisted for Written Test
96	NT0221102414		Shortlisted for Written Test
97	NT0221102417		Shortlisted for Written Test

Amu
09/03/2023

#	Form No	Comment by Screening Committee	Status
98	NT0221102418	1. UG Degree certificate to be produced	Shortlisted for Written Test
99	NT0221102421		Shortlisted for Written Test
100	NT0221102425	UG Degree certificate is to be produced	Shortlisted for Written Test

Chauhan
09/03/2023

Contd... 9/9



Applications: Lower Division Clerk

#	Form No	Comment by Screening Committee	Status
101	NT0221102428		Shortlisted for Written Test
102	NT0221102429		Shortlisted for Written Test
103	NT0221102430		Shortlisted for Written Test
104	NT0221102432		Shortlisted for Written Test
105	NT0221102433		Shortlisted for Written Test
106	NT0221102434		Shortlisted for Written Test
107	NT0221102438		Shortlisted for Written Test
108	NT0221102441		Shortlisted for Written Test
109	NT0221102445		Shortlisted for Written Test
110	NT0221102447		Shortlisted for Written Test
111	NT0221102448		Shortlisted for Written Test
112	NT0221102451	UG Degree certificate is to be produced	Shortlisted for Written Test
113	NT0221102454		Shortlisted for Written Test
114	NT0221102457		Shortlisted for Written Test
115	NT0221102459		Shortlisted for Written Test

REJECTED CANDIDATES — NIL.

Chun
09/03/2023

Syllabus for the post of Professional Assistant

Paper 1 (MCQ): Library Aptitude, General Awareness, Mathematical Ability, etc

Questions: 100

Marks: 100

Duration: 2hrs

- Library aptitude: 50 Marks
- General awareness: 20 Marks
- Mathematical Ability: 10 Marks
- Reasoning Ability; 10 marks
- Test for Language English/Sanskrit: 5 Marks

1. Library Aptitude: Questions will be designed to test the knowledge and awareness of library Information Science and recent development in the field of Library and Information Science. The questions may be from all the spheres of library science. Digital library, Computer Knowledge, Networking, Classifications CC, UDC, and DDC (including Non-book materials like manuscripts, etc), Electronic Information Sources, CAS, SDI, ISBN, ISBD, ISSN, Metadata, D-space, Preservation of methods and techniques of Print and Non-print materials
2. General Awareness: Questions will be designed to test the ability of the candidate's general awareness of the environment and its relevance to society. The questions will also be designed to test knowledge of current events and of such matters of everyday observation as may be expected of an educated person.
3. Mathematical Ability: The test of Arithmetical and Numerical Ability will cover the number system including questions on Simplification, Decimals, Fractions, Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc
4. Reasoning Ability: The syllabus of General Intelligence includes questions of both verbal and non-verbal types. The test may include questions on analogies, similarities, differences, space visualization, problem-solving, analysis, judgment, decision-making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical Number series etc.
5. Test of Language English or Sanskrit: In addition to the testing of candidate's understanding of the English and Sanskrit Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms, and their correct usage, etc. would also be tested

Amr
09/03/2023 1/5

Paper II: Descriptive- Library and Information Science

Questions:10

Marks: 100

Duration: 2hrs

➤ **Library and Society:**

Unit - I: Library as a Social Institution: impact of Libraries on Social, Political, Economical, and Cultural aspects

Unit-II: Types of Libraries — Public, Academic and Special Libraries: Library Movement in India

Unit- III: Library Legislation: Public Library Act: Delivery of Books and Newspapers (Public Library) Act: Intellectual Property Rights — Copyright Act

Unit-IV: Library Associations and Professional Associations — AIA: CILIP: ILA; IATLIS, IASLIC, IFLA, ASLIB

Unit -V: Library Networks and Library development — RRRLF: UGC- INFLIBNET, DELNET, OCLC, NICNET.

Unit – VI : Library Consortia: Shodh Sindhu, FORSA, CeRA, Library extension Services.

➤ **Library Management:**

Unit-I: Management — Concept: Definition: School of Thoughts - Scientific and Behavioural: POSDCORB

Unit – II: Library Sections and Routines — Acquisition, Processing, and Circulation

Unit – III: Resource Management - Material and Personnel: Material Selection, Maintenance such as shelving and stock rectification, stock verification, Binding: Personnel management — recruitment, training, motivation, etc.

09/03/2023

Unit-IV: Budget and Budgeting - Types (budgetary control system); Sources of income to various types of libraries: Public — Library cess: Academic — Matching Grant, Plan grant, etc. Unit — Library Records: Statistics: Reports

➤ **Library Classification:**

Unit -I: Library Classification - Concept; Definition: Need and Purpose

Unit-II: Library Classification — Types: General and Special: General classification schemes — Colon Classification: Dewey Decimal Classification: Universal Decimal Classification

Unit- III: Classification Principles - Canons and Laws

Unit-IV: Facet and Facet analysis — Fundamental Categories (PMEST); Analytical Synthetic approach

Unit-V: Notation — Types: Characteristics

➤ **Library Cataloguing :**

Unit- I: Library Cataloguing - Concept; Definition: Need and Purpose

Unit-II: Library Catalogues - Types — Physical forms and Inner forms - Alphabetical, Classified, and Alphabetical, Classified: Bibliography: Trade catalogue: Book Sellers catalogues

Unit-III: Cataloguing Standards — ISBDs: Cataloguing Codes - Classified Catalogued Code of Ranganathan. Anglo-American Cataloguing Rules Unit- IV: International Standards - MARC - CCF: UNIMAR MARC21: Metadata — Metadata standards - Dublin Core Unit - Subject Cataloguing - Sears' List of Subject Headings, LCSH

➤ **Information Sources:**

Unit-I: Information Sources — Types - primary, secondary, and tertiary: Print Vs. Electronic resources: Human Vs. Institutional

Unit-II: Evaluation of Information Sources — Criteria

09/03/2023

Unit-III: Secondary Sources: Dictionaries, Encyclopedias, Indexing and Abstracting Sources, Directory, Biographical Sources: Geographical Sources

Unit-IV: Electronic Information Sources - Databases: Full text databases, E-books, E-Journals, ETDs, OPAC.

Unit-V: Information Sources - Discipline-oriented sources - Pubmed: INSPEC: etc: UGC-Infonet: Open Sources

➤ **Information Services:**

Unit-I: Reference Services - Types: Ready reference and Long range reference services: User education: Information literacy

Unit-II: Literature search - Bibliography compilation and Bibliographical services

Unit-III: Current Awareness Services - SDI

Unit-IV: Indexing and Abstracting services Unit-V: Reprography, Translation and other specialized services.

➤ **Computer and Computer Application:**

Unit-I: Computer - Definition: Characteristics: Classification of Computers

Unit-II: Computer Hardware - Generations: Input and Output Devices: Secondary Storage Devices

Unit-III: Computer Software — Meaning: Types - System Software and Application Software: Operating System — Single-user vs. Multi-user: Open Sources vs. Proprietary

Unit-IV: Database - Concept: Database Management System (DBMS) - Concepts: Functions: Packages

Unit- V: Library Automation - Need: Areas for library automation: Library automation software packages — Proprietary vs. Open.

➤ **Handling of Non-Book Materials (NBM):**

Unit-I: Preservation methods and techniques of Print and Non-Print Materials

Amur
09/03/2023 4/5

Unit-II: Classification and cataloging of Non-Print Materials

Unit-III: Digitisation process of Print and Non-print Materials

Skill Test:

The skill test shall be qualifying in nature and no additional credits for the same shall be allocated. The skill test shall be conducted in a manner to check the practical knowledge of the candidate in handling various processes associated with the library's functioning.

The candidates may be tested for his/her skills in the:

- Computer Knowledge
 - Search in electronic databases (online)
 - Knowledge of specialized, open-source application software for libraries like Digital Library Software, etc.
- knowledge of the Sanskrit language

st

Chellur
09/03/2023

LOWER DIVISION CLERK
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 Paper in a Case
- Referencing
- Drafting: Principles and Techniques
- Style in Notes & Drafts
- Forms of Communication:
 - Official Letter, D.O. (Demi-Official) Letter
 - Office Memorandum (O.M.), Inter Departmental (ID) Note
 - Office Order, Circular
 - Press Communiqué/Note, Notification
 - Endorsement, Advertisement

Section-B (English Language)

- Synonyms and Antonyms
- Spelling Check
- One-word Substitutes
- Change of Voice, Change of Speech
- Idioms and Phrases
- Spotting Errors
- Sentence Improvement
- Ordering of Words, arrangement of sentences

Amu
09/03/2023

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

09/03/2023

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
- Synonymous of exact Hindi words, Adjectives terminology and their usages
- Confidential and top secret Notings to mould words and sentences in proper way

Section-B (Knowledge of Computers and Desktop Publishing):

- Basics of Computer Technology: Hardware and Software
- Computer Operating System (OS), Computer Language
- Fundamentals of Computer Technology: Classification, Architecture
- Internet and its applications
- Packages of Word Processing, Desktop Publishing (DTP)

Skill Test Syllabus:

The typing test shall be on Computer only for 10 minutes duration consisting of 350 words (English) or 300 words (Hindi) as detailed below:

English typing @ 35 w.p.m. OR Hindi typing @ 30 w.p.m. on computer only (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH / 9000 KDPH on an average of 5 Key depressions for each word).

Amur
09/03/2023