

Personal Assistant (PA)

(Scheme of Examination and Syllabus)

Examination will consist of 03 (three) parts: Part A, Part B and Part C. Part A will be of multiple-choice questions of 200 marks. Part B descriptive type of 100 marks and Part C will consist of Skill Test of 100 marks. Candidates will attempt at a time for both Part A and Part B. First, Part A shall be evaluated by the University, those who shall qualify in Part A, their answer sheets of Part B shall be evaluated.

Part A: The Part A will consist of Multiple-Choice Questions (MCQs) carrying 02 marks each. There will be negative marking of $\frac{1}{4}$ for each wrong answer.

Part B: The Part B shall be of descriptive type.

Part C: Skill Test.

Subject	Maximum Marks	Minimum qualifying marks	Duration
Part A	200	50%	3 Hours
Part B	100	50%	

DETAILS OF SYLLABUS:

Part A

General Awareness: Questions will be designed to test the ability of the general candidates of current events, history, geography, constitution of India, Science etc. and of such matters which a candidate is ought to know of everyday life, observations and experience.

General Intelligence, Reasoning Ability, Arithmetical & Numerical Aptitude: Questions will include similarities and differences, problem solving, analysis, judgement, decision making, relationship concepts, arithmetical number series, non-verbal series, symbols and their relationship, arithmetical computation and other analytical functions, Number Systems, Computation of Whole Numbers, Decimals and Fractions, Fundamental Arithmetical Operations, Percentages, Ratio and Proportion, Averages, Interest, Profit and Loss.

Part B:

English Language & Comprehension: In addition to the testing of candidates understanding of the English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage, etc. his/her writing ability, would also be tested.

Part C

Skill Test

Candidates who obtain the qualifying marks in the Examination as may be prescribed by the University, will only be called for the Skill Test.

The skill test will be **100 marks**.

For the stenography skill test, candidates will be given one dictation for 10 minutes in English / Hindi **at the speed of 100 w.p.m.** The matter will have to be transcribed on computer. The transcription time is as follows:-

40 minutes (English)

55 minutes (Hindi)

Contd/-

Candidates who opt to take the Stenography Test in Hindi will be required to learn English Stenography and vice versa after their appointment, failing which their probation may not be cleared by the appointing authority/Organization. Candidates have to work as English/Hindi stenographers as per the functional requirement of the Office irrespective of the medium of Skill Test of candidate during the examination.

Computer Operator

(Scheme of Examination and Syllabus)

Examination will consist of 03 (three) parts: Part A, Part B and Part C. Part A will be of multiple-choice questions of 200 marks. Part B descriptive type of 100 marks and Part C will consist of Skill Test of 100 marks. Candidates will attempt at a time for both Part A and Part B. First, Part A shall be evaluated by the University, those who shall qualify in Part A, their answer sheets of Part B shall be evaluated.

Part A: The Part A will consist of Multiple-Choice Questions (MCQs) carrying 02 marks each. There will be negative marking of $\frac{1}{4}$ for each wrong answer.

Part B: The Part B shall be of descriptive type.

Part C: Skill Test.

Subject	Maximum Marks	Minimum qualifying marks	Duration
Part A	200	50%	3 Hours
Part B	100	50%	

DETAILS OF SYLLABUS:

Part A

i) General Awareness (30 Questions / 60 Marks):

Current events (national and international), General science and everyday observations, Indian history, culture, polity, constitution, economy and geography.

ii) Reasoning Ability (25 Questions / 50 Marks):

Verbal and non-verbal reasoning, Analogies, similarities, and differences, Problem-solving, analysis, decision-making, and judgment, Series, coding-decoding, and blood relations.

iii) Mathematical Ability (25 Questions / 50 Marks):

Number systems, simplification, decimals, Percentages, ratio & proportion, averages, Profit & loss, simple and compound interest, Time & work, time & distance, coordinate geometry, basics of statistics and probability.

iv) Test of Language - English (20 Questions / 40 Marks):

Vocabulary, grammar, sentence structure, synonyms and antonyms, one-word substitution, idioms and phrases, correct usage.

Part B:

Computer Basics: Organization of a computer, Central Processing Unit (CPU), input/output devices, computer memory (RAM, ROM), memory organization, backup devices, PORTs, and Windows Explorer.

Software Basics of Window Operating System and Microsoft Office suites (including MS Word, MS Excel, and MS PowerPoint).

Working with Internet and emails: Web browsing & searching, downloading & uploading files, managing and email account, and e-banking.

Basics of networking and Cyber Security: Networking devices and protocols, network and information security threats (such as hacking, viruses, worms and trojan horses and preventative mitigation measures).

Part C:

Computer Knowledge and Skill Tests (100 marks):

Candidates who obtain the qualifying marks in the Examination as may be prescribed by the University, will only be called for the Skill Test.

Computer basics, software, working with Internet and email, and basic cyber Security threats.

Typing skill test where an applicant must accurately type a given passage of about 2000 key depressions within 15 minutes.

Assistant

(Scheme of Examination and Syllabus)

Examination will consist of 03 (three) parts: Part A, Part B and Part C. Part A will be of multiple-choice questions of 200 marks. Part B descriptive type of 100 marks and Part C will consist of Skill Test of 100 marks. Candidates will attempt at a time for both Part A and Part B. First, Part A shall be evaluated by the University, and those who shall qualify in Part A, their answer sheets of Part B shall be evaluated.

Part A: The Part A will consist of Multiple-Choice Questions (MCQs) carrying 02 marks each. There will be negative marking of $\frac{1}{4}$ for each wrong answer.

Part B: The Part B shall be of descriptive type.

Part C: Skill Test.

Subject	Maximum Marks	Minimum qualifying marks	Duration
Part A	200	50%	3 Hours
Part B	100	50%	

DETAILS OF SYLLABUS:

Part A

i) General Awareness (30 Questions / 60 Marks):

Current events (national and international), General science and everyday observations, Indian history, culture, polity, constitution, economy and geography.

ii) Reasoning Ability (25 Questions / 50 Marks):

Verbal and non-verbal reasoning , Analogies, similarities, and differences, Problem-solving, analysis, decision-making, and judgment, Series, coding-decoding, and blood relations.

iii) Mathematical Ability (25 Questions / 50 Marks):

Number systems, simplification, and decimals, Percentages, ratio & proportion, averages, Profit & loss, simple and compound interest, Time & work, time & distance, coordinate geometry, basics of statistics and probability.

iv) Test of Language - English (20 Questions / 40 Marks):

Vocabulary, grammar, sentence structure, synonyms and antonyms, one-word substitution, idioms and phrases, correct usage.

Part B:

Essay, Precis Writing, and Comprehension: Test of language proficiency, drafting letters/notices, administrative communication skills, comprehension passages.

Core Establishment/Office Procedure Knowledge: Basic rules regarding CCS conduct rules, noting/drafting, and fundamental financial/administrative procedures applied in central governments.

Part C:**Computer Knowledge and Skill Tests (100 marks):**

Candidates who obtain the qualifying marks in the Examination as may be prescribed by the University, will only be called for the Skill Test.

Computer basics, software, working with Internet and email, and basic cyber Security threats.

Typing skill test where an applicant must accurately type a given passage of about 2000 key depressions within 15 minutes.

Accounts Assistant

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Part A: The Part A will consist of Multiple-Choice Questions (MCQs) carrying 02 marks each. There will be negative marking of $\frac{1}{4}$ for each wrong answer.

Part B: The Part B shall be of descriptive type.

Part C: Skill Test.

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DETAILS OF SYLLABUS:

Part A

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iii) Mathematical Ability (25 Questions / 50 Marks):

Number systems, simplification, and decimals, Percentages, ratio & proportion, averages, Profit & loss, simple and compound interest, Time & work, time & distance, coordinate geometry, basics of statistics and probability.

iv) Test of Language - English (20 Questions / 40 Marks):

Vocabulary, grammar, sentence structure, synonyms and antonyms, one-word substitution, idioms and phrases, correct usage.

Part B:

Finance and Accounts : Financial accounting scope, accounting principles, single/double entry, journals, ledgers, trial balance, rectification of errors, trading/profit & loss accounts, balance sheets, depreciation, inventory valuation, and non-profit organization accounts.

Economics and Governance : Comptroller and Auditor General of India (CAG) constitutional roles, Finance Commission, basic microeconomics (demand/supply, market structures), money and banking, RBI monetary policy, fiscal policy, budgets, and the Indian Economy post-1991 reforms

Part C:

Computer Knowledge and Skill Tests (100 marks):

Candidates who obtain the qualifying marks in the Examination as may be prescribed by the University, will only be called for the Skill Test.

Computer basics, software, working with Internet and email, and basic cyber Security threats.

Typing skill test where an applicant must accurately type a given passage of about 2000 key depressions within 15 minutes.

Compounder Dresser

(Scheme of Examination and Syllabus)

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Part A: The Part A will consist of Multiple-Choice Questions (MCQs) carrying 02 marks each. There will be negative marking of $\frac{1}{4}$ for each wrong answer.

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Part C: Skill Test.

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DETAILS OF SYLLABUS:

Part A

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iii) Mathematical Ability (25 Questions / 50 Marks):

Number systems, simplification, decimals, Percentages, ratio & proportion, averages, Profit & loss, simple and compound interest, Time & work, time & distance, coordinate geometry, basics of statistics and probability.

iv) Test of Language - English (20 Questions / 40 Marks):

Vocabulary, grammar, sentence structure, synonyms and antonyms, one-word substitution, idioms and phrases, correct usage.

Part B:

Pharmaceutics & Dispensing: Dosage forms, prescriptions, and pharmaceutical incompatibilities.

Pharmacology & Toxicology: Modes of drug action, side effects, and essential drug categories (antibiotics, cardiovascular, CNS drugs).

Pharmaceutical Chemistry & Pharmacognosy: Inorganic/organic compounds, and identification/evaluation of crude plant drugs.

Community Pharmacy & Ethics: Health education, major national health programs, and pharmacy jurisprudence.

Part C:**Skill Tests (100 marks):**

Candidates who obtain the qualifying marks in the Examination as may be prescribed by the University, will only be called for the Skill Test.

Basic patient dressing, sterilizing, and first aid.

Basic knowledge of general pharmacology (handling and identification of medicines/ointments).

Maintenance of emergency and dressing room records.