



SCHEME OF EXAMINATION - 2025

Scheme of Examination for Direct Recruitment to Administrative/Non-teaching posts.

The following shall be the scheme of Examination, components of Written Test (Paper-I & Paper-II), Interview / Personality Test (wherever applicable) and the syllabus for examination for administrative /non-teaching posts by direct recruitment.

A. Paper-I (MCQ Type) for all Administrative /non-teaching posts:

| Paper-I (MCQ Type) | Test Components | Duration: 2 hours | |
|-----------------------|------------------------------------|-------------------|------------|
| | | No. of Questions | Marks |
| (i) | General Awareness | 30 | 60 |
| (ii) | Reasoning Ability | 35 | 70 |
| (iii) | Mathematical Ability | 35 | 70 |
| (iv) | Test of Language: English or Hindi | 30 | 60 |
| (v) | Computer Awareness | 20 | 40 |
| Total | | 150 | 300 |

Note: - Extra time will be given to the PwD candidates as per applicable rules/orders of the Govt. of India.

SYLLABUS:

| | |
|----|---|
| 1. | 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 the current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions relating to India and its neighbouring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations/Institutions national and international events etc. |
| 2. | Reasoning Ability: The syllabus includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgement, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc. |
| 3. | Mathematical Ability: The test will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc. |
| 4. | Test of English or Hindi: In addition to the testing of candidate's understanding of the English or Hindi Languages, it's Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested. |
| 5. | Computer Awareness: The test will cover Computer Fundamentals, Basic Applications of Computer, Components of Computer, Computer Hardware & Software, Operating systems, Word Processing, Internet and Security & Networking etc. |

26/1/2025

B. Paper-II (MCQ) for following posts:

| Duration: 1 ½ Hours | | Questions: 50 | Marks: 100 |
|---------------------|-------------------------|---|------------|
| Sl. No. | Name of Post | Syllabus | |
| 01. | Deputy Registrar | 1. Establishment/Financial Matters: Basics of FR&SR and constitutional provisions relating to service matters. Advances, Children Education Allowance, Compensatory Allowances, CCS (Conduct) Rules, Departmental Promotion Committee, MACP, Deputation and Foreign Service, CCS(CCA)-Rules, House Allotment Rules, Income Tax, Joining Time, Leave Rules, Leave Travel Concession(LTC), CGHS, Medical Attendance Rules (CSMA Rules), Pay & Allowances, Pay Fixation, Provident Fund, Pension Rules, Reservations and Concession in appointments, Resignation, Removal and Dismissal, Retirement on Superannuation, Seniority and Promotion, Travelling Allowance, National Pension System and other Establishment matters. General Financial Rules -2017, Procurement of Goods and Services, works, PFMS, CAN Account, Treasury Single Account (TSA) (40 Questions) | |
| 02. | Estate Officer | Questions will be designed to test the domain knowledge of the candidates (i) In Building Materials, Surveying Soil Mechanics, Hydraulics, Environment, Structural Engineering, Concrete Technology, RCC Designs (RCC Beams & Steel Design), Contract management / quality control / Project management., Safety management, knowledge of CAD & other engineering drawing software etc. and other related fields pertaining to the job. (ii) in the field of the land survey, valuation of movable properties, preparation maintenance of all sorts of deeds / documents / records / maps, land settlement, land reform, laws, rules, regulations of land, estate, property tax, rent, laws of municipal, rural, notified areas and panchayet areas. (50 Questions) | |
| 03. | Junior Engineer (Civil) | Questions will be designed to test the domain knowledge of the candidates in Building Materials, Surveying, Soil Mechanics, Hydraulics, Environmental, Structural Engineering, Concrete Technology, RCC Designs (RCC Beams & Steel Design), Contract management / quality control / Project management, Safety management, knowledge of CAD & other engineering drawing software etc, and other related fields pertaining to the job. (50 Questions) | |


for

C. Interview/Personality Test for All posts of Group A (Pay Level-10 & above): -100 Marks

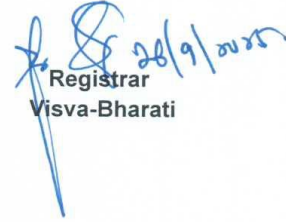
1. The Interview /Personality test shall be conducted in such a manner that the candidates' suitability for the post is probed among other things, through academic qualifications, relevant experience, extra-curricular activities, general awareness/knowledge, communication and problem solving skills and overall personality etc.
2. The weight age for written test (Paper-I & Paper-II) will be 70% and for Interview/Personality Test will be 30% wherever applicable.

Note: (1) The question paper will be in bilingual (English or Hindi), except part (iv) of Paper-I (Test of the Language: English or Hindi) and the applicant will have the option to respond in either of the languages.

(2) The minimum qualifying marks to be secured in Paper I & Paper-II (whether applicable) shall be as follows:

- (i) For General /EWS candidates: 40%
- (ii) For OBC (NCL) candidates: 35%
- (iii) For SC/ST/PwD candidates: 35%

3. The University reserves the right to decide the Cut-off marks for short listing of candidates.
4. There shall be negative marking for wrong answers in Paper I and Paper II to the tune of ¼th mark allocated per question.
5. In case of direct recruitment for Group A posts, the merit list shall be drawn only for candidates who qualify in Paper I, Paper II (wherever applicable) and Personality Test /Interview separately. Merit shall be judged on the basis of combined scores of Paper I, Paper II (wherever applicable) and Personality Test / Interview. However, the weightage will be 70% for written examination and 30% for Personality Test / Interview.


Registrar
Visva-Bharati

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