



SCHEME OF EXAMINATION - 2026

Scheme of Examination for Direct Recruitment to 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 non-teaching posts by direct recruitment.

A. Paper-I (MCQ Type) for the post of Assistant Registrar:

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.

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

Duration: 1 ½ Hours		Questions: 50	Marks: 100
Sl. No.	Name of Post	Syllabus	
01.	Assistant Registrar	<p>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)</p> <p>2. University Administration: This section will contain questions on Visva-Bharati Act 1951, UGC Act 1956, University Administration, such as powers and functions of the University Authorities, framing of curricula and evaluation procedures, procedure for processing cases for the University Court, Executive Council, Academic Council, Finance Committee, Institute Board, Research Board, Building and Campus Committee etc. Procedure for making of Statutes, Ordinances, Regulations of the Statutory Body of the University. For this purpose, the candidates may go through act, Statute, Ordinances, Regulations and orders of the University. The candidates are also expected to have an understanding of the history, heritage and achievement of Visva-Bharati. (10 Questions)</p>	

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 weightage 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.

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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.

D. SYLLABUS OF RECRUITMENT EXAMINATION OF SECURITY OFFICER:

Details of the Skill Test:

Running: 2.4 Kilometres to be completed within **15 minutes**. candidates must first qualify in the Skill Test. Only those candidates who successfully qualify in the Skill Test will be permitted to appear in the Written Examination.

Details of the Written Examination:

The written examination will consist of an Objective Type question paper comprising 50 Multiple Choice Questions (MCQs), each carrying 2 marks. The examination will be divided into Paper-I and Paper-II, containing 20 MCQs and 30 MCQs respectively.

The medium of the examination will be English or Hindi. There will be no negative marking for incorrect answers.

Part	Subject	No. of Questions	Maximum Marks	Duration
PAPER-I	General Knowledge, General English, Numerical Aptitude, General Intelligence & Reasoning	20	40	90 Minutes
PAPER-II	Knowledge of the domain area	30	60	
Total		50	100	

PAPER-I

1. General Knowledge

Questions in this component will be aimed at testing the candidate's general awareness of the environment around him. Questions will also be designed to test knowledge of current events and of such matters of every day observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India especially pertaining to Sports, History, Culture, Geography, Economic Scene, General Polity, Indian Constitution and Scientific Research etc. These Questions will be such that they do not require a special study of any discipline.

2. General English

Candidates' ability to understand English language, its vocabulary, sentence structure, synonyms, antonyms and its correct usage etc. Basic comprehension and writing ability, etc. will be tested.

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3. Numerical Aptitude

This paper will include questions on problems relating to Number Systems, Computation of Whole Numbers, Decimals and Fractions and relationship between Numbers, Fundamental arithmetical operations, Percentages, Ratio and Proportion, Averages, Interest, Profit and Loss, Discount, Mensuration, Time and Distance, Ratio and Time, Time and Work, etc.

4. General Intelligence & Reasoning

Questions of verbal, non-verbal and analytical types, analogies, syllogism, similarities, differences, missing numbers, characters and sequences, space visualization, problem solving, analysis, decision making, visual memory, discrimination, observation, relationship concepts, direction sense, coding–decoding, arithmetical reasoning, verbal and figure classification, data representation and analysis, arithmetical number series.

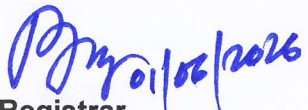
PAPER-II

Knowledge of Security, Surveillance (including CCTV), Campus patrolling, Security Check, monitoring movement of men and materials, Basic Legal matters, Fire Fighting, Anti Ragging measures, Disaster Management, Riots and Mob Management, Maintenance of office records, registers; coordination with security personnel with watch and ward and command and control, handling of modern security surveillance gadgets and systems, training of security personnel, duty shift and leave management. Knowledge of First Aid/BLS and Self-defense.

Minimum Qualifying Marks for the Written Examination (Paper-I and Paper-II) for recruitment to the post of Security Officer:

Candidates must secure the following minimum percentage of marks in each paper (Paper-I and Paper-II) separately to qualify:

- A) **General/EWS candidates:** 40%
- B) **OBC (NCL) candidates:** 35%


Registrar
Visva-Bharati