



Date, 11th February, 2023

Advt. 01/2022

In continuation of the Recruitment Advert No: 01/2022 the candidates for appearing at the tests for non-teaching posts are required to note following:

INSTRUCTIONS FOR THE SHORT-LISTED CANDIDATES COMPETING FOR NON-TEACHING POSTS:

1. The University shall conduct interviews only for recruitment to the post of Assistant Librarian which is an Academic post.
2. The University shall conduct the written test and interview for recruitment to the post of Assistant Registrar, the candidates shall be called for interview based on the marks secured in the Paper II, keeping in view the ratio as prescribed in the CRR.
3. The medium of examination and interview shall be English and Hindi. For the post of Assistant Registrar, **Paper- I** being an objective tests of two hours duration shall carry 100 marks with 75 questions and there shall be no negative marking for wrong answers. The distribution of marks shall be as under

First 50 each questions carry	(1.5*50 questions) (75 Marks)
Next 25 each questions carry	(1*25 questions) (25 marks)
Total	100 marks

Paper -II shall be the descriptive type test of two hours duration carrying 100 marks.

4. The University shall conduct single written test with three hours duration comprising objective (Part-I) and descriptive questions (Part-II) i/r/o the serial No. from 3 to 7 of the Advertisement for recruitment to the posts of Section Officer, Junior Engineer (Civil), Technical Assistant, Upper Division Clerk and Security Assistant followed by Skill Test wherever applicable. The skill test shall be conducted separately for those candidates who figure in the list of successful candidates as per the ratio prescribed in the CRR. The marks allocated for skill test, wherever applicable, shall be 50 and minimum qualifying marks in the skill test shall be 25. The merit list of the candidates shall be drawn, based on the performance in the written test.

NOTE 1: The candidates shall not be allowed to bring any mathematical tables, calculators, mobiles, any other digital devices and notes into the examination hall. The candidates are advised to bring HB Pencil Eraser, Blue Ball pen on their own to write the examination.



NOTE 2: The intimation to the candidates for appearing at the Written test, Skill test and Interview shall be posted on the website of the university “cuap.ac.in”. Further, the Candidates shall be intimated the programme for the written test, results of the written test, skill test and interview wherever applicable (only in case of successful candidates) through their registered Email Id only, apart from posting the entire results of the tests on the website of the university. Accordingly, the candidates are required to be in constant touch with their Registered Email Id and also the university website “cuap.ac.in”

The Scheme of Examination is as follows:

The minimum qualifying marks for Paper I shall be 50% of total marks i.e. 50 marks. The answer scripts of the candidates for the descriptive test i.e., Paper- II shall be evaluated if the candidates secure the minimum qualifying marks in Paper- I. The merit list of the candidates shall be prepared based on the marks obtained in Paper – II only.

The marks allocated for the Skill Test, wherever applicable, shall be 50 and the minimum qualifying marks in the Skill Test shall be 25. Marks scored in the Skill Test being qualifying in nature shall not be taken in to account while preparing the merit list. In other words, the candidates who fail to secure the qualifying marks in the skill test shall be rejected despite their high scores in the paper-II

The ratio of the number of vacant posts to be filled and the number of candidates to be called for interview shall not exceed 1:15. In order to comply with this requirement of maximum ratio, the University may fix higher criteria at its discretion for the candidates.

Services of a scribe will be provided by the University to Visually Handicapped and Orthopedically Handicapped (in both hands) candidates. Such candidates will be required to intimate the University in advance so that necessary arrangement can be made. The duration of the examination for such candidates who are allowed to avail the services of a Scribe by the University will be 30 minutes more than the normal duration of time for that Paper. The University shall be required to deal with such cases as per the Govt. of India Rules.

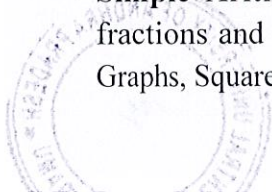
Section A (for the post of AR)

Syllabus for Recruitment Test

Paper -I	Max. Marks	Duration
<p align="center">Subject</p> <p>Reasoning Ability, Simple Arithmetic, General Knowledge, Domain Knowledge of Establishment, Accounts, Examinations, Language Proficiency in English and Hindi wherever applicable or any other type of test depending on the job requirement or technical profile.</p>	<p>100 Marks (75 questions)</p>	<p>2 Hrs.</p>

Reasoning Ability: This test measures the candidate’s problem solving ability based on logic. It would include questions of both verbal and non-verbal type. This component may include questions on similarities and differences, missing numbers, characters and sequences, space visualization, problem solving, decision making, arithmetical reasoning and verbal and figure classification etc. - 1.5*20 questions (**30 marks**).

Simple Arithmetic: The test will include computation of whole numbers Percentage, decimals, fractions and relationships between numbers, Ratio & Proportion, Averages, Interest, Profit and Loss, Graphs, Square roots, Elements of Averages. Mean, Median and Mode etc. - 1.5*10 questions (**15 marks**).



Domain Knowledge of Govt. of India Rules on establishment or General Finance, Tendering process Purchase such as Govt. e-market matters. – 1.5 * 20 questions (30 marks)

General Knowledge: Questions will be designed to test the candidate's knowledge in National & International current events/affairs, Everyday Science, Indian History & Culture, Indian Polity with Constitution of India & Policy, National Education Policy, 2020. - 1*13 questions (13 marks).

General English: Candidate's ability to understand English language, its sentence structure, spellings, antonyms and synonyms, fill in the blanks using correct articles, verbs, prepositions etc., writing ability, basic comprehension, vocabulary, their correct usage grammar identification of errors in sentences, Idiom and Phrases. - 1*12 questions (12 marks)

Paper - II	Max. Marks	Duration
Descriptive Test: (Details regarding pattern of questions are given below)	100	2 Hrs.

- i. Policy and Administrative structure of the Universities in India, Types of Universities, Regulatory Body (s) of Education in India. Leadership Style, Motivation, Decentralization and Delegation of powers.
- ii. National Policy on Education, Accreditation and Ranking of Higher Educational Institutions.
- iii. General Financial Rules (GFR) 2017 , Fundamental Rules and Supplementary Rules, RTI Act 2005
- iv. Fixation of pay, Confirmation of Appointment, Disciplinary Proceedings, Foreign Services and Deputation, Lien, TA & LTC Rules, Leave Rules, CCS (Conduct) Rules 1964, CCS(Pension rules) & New Pension Scheme, Writs.
- v. General System of Financial Management, Budget Formulation, Receipts and Expenditure, Accounting and Audit System, Role of DDO's, Income Tax, GST, Professional Tax, Digital Transactions (NEFT, RTGS), Audit of Autonomous Bodies, Comptroller Auditor General of India etc., Procurement of Goods and Services, Contract management, Outsourcing of Manpower, Tendering process.
- vi. Acts and Statutes and ordinance of the Universities.
- vii. Office Procedures Manual, Records Management, Application of Information Communication Technology (ICT) and e-governance.
- viii. Negotiable and instrument act and Indian Contract Act, GST Act.
- ix. Noting and Drafting

Interview:

The Candidate's intellectual ability, presence of Mind and intelligence and personality are suitability tested.



Section B

(for the post of SO, JE (Civil), Technical Assistant, UDC and Security Assistant)

Single Written Test	Max. Marks	Duration
Part-I		
Subject	100 Marks (75 questions)	1 1/2 Hrs.
Reasoning Ability, Simple Arithmetic, General Knowledge, Domain Knowledge of Establishment, Accounts, Examinations, Language Proficiency in English and Hindi wherever applicable, Noting and Drafting and/or skill test, any other type of test depending on the job requirement of technical/Engineering/IT services etc.,		

Reasoning Ability: This test measures the candidate's problem solving ability based on logic. It would include questions of both verbal and non-verbal type. This component may include questions on similarities and differences, missing numbers, characters and sequences, space visualization, problem solving, decision making, arithmetical reasoning and verbal and figure classification etc. - 1.5*16 questions (24 marks).

Simple Arithmetic: The test will include computation of whole numbers Percentage, decimals, fractions and relationships between numbers, Ratio & Proportion, Averages, Interest, Profit and Loss, Graphs, Square roots, Elements of Averages. Mean, Median and Mode etc. - 1.5*10 questions (15 marks).

Domain Knowledge Govt. of India Rules on establishment or General Finance, Tendering process Purchase such as Govt. e-market matters.

In case of JE, TA and Security Assistant, Domain Knowledge shall include questions such as Fundamentals/basics of Engineering, Computer and Security related matters etc., - 1.5 * 16 questions (24 marks)

Noting and Drafting 6+6 (12 marks)

General Knowledge: National & International current events/affairs, Everyday Science, Indian History & Culture, Indian Polity, Constitution of India, writs, National Education Policy, 2020. - (13 marks).

General English: Candidate's ability to understand English language, its sentence structure, spellings, antonyms and synonyms, fill in the blanks using correct articles, verbs, prepositions etc., basic comprehension, vocabulary, their correct usage grammar identification of errors in sentences, Idiom and Phrases. - (12 marks).



Part -II

Part-II	Max. Marks	Duration
Descriptive Test: (Details regarding pattern of questions are given below)	100	1 1/2 Hrs

1. Section Officer:

- i. The Questions will be designed to test the candidates' knowledge and awareness of governance, Policy and Administration of Universities in India, Types of Universities, Regulatory Body (s) of Education in India and its role. Leadership Style, Motivation, Employees Moral etc., Centralization and Decentralization, Delegation of powers.
- ii. Fundamental Rules and Supplementary Rules. General Conditions of Service, Pay and addition to Pay, Confirmation of Appointment, Dismissal, Removal and Suspension, Foreign Services and Deputation, Lien, TA Rules, LTC Rules, Leave Rules, Medical Attendance Rules and CGHS, CCS (Conduct) Rules 1964, CCS(CCA) Rules 1965, CCS(Pension rules) & New Pension Scheme and Code of Ethics. Acts and Status of the Universities.
- iii. General Financial Rules (GFR) 2017, Delegation of Financial Rules 1978, General System of Financial Management, Funding Resources, Budget Formulation, Receipts and Expenditure, Accounting and Audit System, Role of DDO's, Income Tax, GST, Professional Tax, National Digital Payment Mission, Digital Transactions (NEFT, RTGS), Common Formats of Accounts for Central Autonomous Bodies, Audit of Autonomous Bodies, Comptroller Auditor General of India etc., Procurement of Goods and Services Contract management, Outsourcing of Manpower, Tender application and processing.
 - iv. Office Procedure, Records Management, Teamwork, e-governance, GST
 - v. **Skill Test:** Proficiency in Computer operation.

2. UPPER DIVISION CLERK:

- i. Maintenance of cashbook, Bank Reconciliation Statement, Trial balance, Errors & their rectifications.
- ii. Basic knowledge of Reservation and Concessions for SC, ST, OBC, EWS, PWD, Central Civil Services (CCS) rules, RTI Act. Fundamental Rules and Supplementary Rules.
- iii. General Conditions of Service, TA Rules, LTC Rules, Leave Rules, CCS (Conduct) Rules 1964, CCS(CCA) Rules 1965, CCS(Pension rules) & New Pension Scheme, General Financial Rules (GFR) 2017.



- iv. General Financial Rules, Auditing, Tender Process, Record Management, Outsourcing of Manpower, Application of Information Communication Technology (ICT) and other Modern Technology in the Universities System.
- v. Knowledge and application of Office Procedures, Rules & Regulations. Noting and drafting.
- vi. Knowledge of computers with special reference to MS Office, Data analysis packages.

SKILLTEST: Computer Skill Test: Qualifying Speed 35 wpm in English or 30 wpm in Hindi.

3. Junior Engineer (Civil):

i. Building Materials and Construction:

Bricks: Types of Bricks, Indian standard classification, properties, Stones Types of stones, classification, properties, dressing and polishing of stones, Methods of Quarrying, Cement, Different grades and types of cement, properties and IS specifications, Aggregates coarse and fine aggregate, properties and IS specifications, Cement Mortar, Proportions of cement mortar for various applications, Concrete - Constituents of Concrete, Different grades of Concrete, mix proportioning using IS Code, Properties of fresh and hardened Concrete, Admixtures - Types of Admixtures.

ii. Strength of Materials and Theory of Structures:

Strength of Materials: Simple stresses and strains, elastic constants and relationship between them; Compound bars; Temperature stresses; Shear forces and bending moment diagrams for beams; Principal stresses and Mohr's circle of stress, Theory of bending and bending stresses; Shear stress distribution; Theory of torsion; Springs; Deflections of beams; Thin and thick cylinders; Analysis of trusses, Betti-Maxwell theorem; Shear centre and unsymmetrical bending.

Theory of Structures: Direct and bending stresses; Columns and struts; Strain energy method; Moving loads and influence lines; Arches and suspension bridges; Static and kinematic indeterminacy; Moment distribution, Slope deflection, and Kani's methods applied to continuous beams and portal frames; Column analogy and matrix methods of analysis.

iii. RCC and Steel Structures:

Concrete Structures: Materials, permissible stresses and IS Specifications; Working stress methods; Limit State Method - Stress Blocks parameters, design of Beams, Slabs, Columns and Footing; Design for Shear and Torsion, Design of Retaining Walls, Water tanks, and T-Beam Slab bridges; Yield line theory.

Steel Structures: Properties of steel sections, permissible stresses, IS Specifications, Riveted and welded joints and connections, Design of simple and compound Beams and Columns, Column bases, Roof trusses, Plate and Gantry Girders, Plate Girder Lattice Girder Railway bridges, and Bearings, Plastic analysis.

Pre-Stressed Concrete: Basic concepts, material for pre-stressing, losses in Pre-stress⁶, classification of pre-stressing system, Analysis of PSC Sections.



iv. **Soil Mechanics and Foundation Engineering:**

Soil Mechanics: Physical properties of soils, Classification and identification, Permeability, Capillarity, Seepage, Compaction, Consolidation, Shear Strength, Earth pressure, Slope stability

Foundation Engineering: Site investigations, stress distribution in soils, bearing capacity, Settlement analysis, Types of Foundation, Pile foundations, Foundations on expansive soils, swelling and its preventions, Cofferdams, Caissons, Dewatering, Bracing for excavations, Newmark charts, machine foundations.

Engineering Geology: Mineralogy, Structural Geology, Ground water Exploration methods, Engineering Geology applications for Tunnels, Dams and Reservoirs, Geological hazards and preventive measures.

v. **Estimation, Costing and Construction Management:**

Abstract estimate, Detailed estimate - centreline, long & short wall method, various items of Civil Engineering works as per Indian Standard, General Specifications- Earth Work, Brick / Stone Masonry in Cement Mortar, RCC, Plastering in Cement Mortar, Floor finishes, whitewash, colour wash, Standard schedule of rates, lead and lift, preparation of lead statement, Computation of earth work - Mid-ordinate, Mean Sectional area, Trapezoidal method, Prismoidal Rule, Approximate estimate - Plinth area and cubic rate estimate.

vi. **Surveying:**

Principle and classification of surveying, chain surveying, Compass surveying, Levelling and contouring, Theodolite surveying, curves, Introduction and Fundamental concepts of electronic measuring instruments - EDM, Total station, GIS & GPS.

4. TECHNICAL ASSISTANT (COMPUTER):

Computer/IT Proficiency:

Computer Fundamentals: Generations, Hardware, Software, Number Systems and their base conversions, sign-magnitude, 1's complement and floating-point representation of numbers. ASCII, EBCDIC and Unicode, BCD Codes.

PC Hardware & Troubleshooting:

UNIT - I: Motherboard Components, Support Circuits on Motherboard, Intel 845 Chip set, Physical Memory Organization, Cache Memory, Shadow Memory, DDR, Common Memory Errors.

UNIT II: BIOS - BIOS Functions, Battery, Motherboard Connectors, Motherboard Installation, Motherboard Troubleshooting and BIOS Beep Codes.

UNIT - III: Hard Disk, Form Factor, Storage Capacity, Disk Geometry — Interfacing, Logical Working & Structure of a Hard Disk, Installation, Formatting & Troubleshooting of a Hard Disk, Pen Drive, CD Drive Working & Installation, Types of DVD, and CD & DVD Comparison & Troubleshooting.



UNIT IV: PRINTER Types interface & Troubleshooting, Power Supply & Connectors, DVI Connector, Motherboard & Cabinet Form Factor, PC Assembly, VIRUS: Types, Working, Symptoms, and Antivirus.

Digital Logic: Boolean algebra, Simplification of Boolean functions, Logic gates, Combinational and Sequential circuits, Memory system, I/O devices. Data Base Systems: Concepts of databases, DBMS, Normalization, and MS-SQL

Operating System: Concepts, Different types, Functions, Windows OS, MS- Office, Word, Excel, PowerPoint, Outlook Software Engg. (SDLC) with through knowledge of s/w testing.

Computer Network and Security: Basic concepts topology types, Data Communications, N/W Security, Basic Cyber security, Online Transaction Security, OSI Model devices and Protocols, and Transmission.

Skill Test:

Preparation of Excel Sheet with given data using formulae use with headers and legends, (Income Tax Statement, Arrears Calculation, etc.) or System Trouble Shooting.

5. Security Assistant:

Part - A:

- i. Physical Protection System — Objectives, Concepts, Measures, Security Culture
- ii. Security Lighting.
- iii. Security Patrolling.
- iv. Security Communication.
- v. Security Measures — Personnel, Buildings, Property and Facilities.
- vi. Threats Definitions — Insiders and Outsiders.
- vii. Protection against Theft, Sabotage and Unauthorized Removal.
- viii. Intrusion Detection — Watch Tower, Detection Elements, Probability of Detection, Perimeter/ Outdoor / Interior intrusion.
- ix. **Access and Control System:**

Personal Access and Control: Credential Based and Biometric Based; Key and Lock Management — Manual and Automated System — Manual Assessment vs CCTV Camera, General Area CCTV Surveillance Recording and Alarm Assessment System; Communication Methods and Systems - Wireless, Telephone, Mobile, Flags etc., Distress/Duress Alarm System, Material Access and Control.

Vehicle Access and Control: Manual Checking of Vehicles as per Security Manual and Vehicle Scanners and Hand Detectors.

Access Delay Elements: Concept of Delay and Delay in Depth; Security Walls/ Fences/ Gates/ Doors etc.; Delay Elements — Boom Barriers, Road Blockers, Speed Breakers, Dispensable Barriers, Door Locks etc.

Part — B

S.N.	Bare Act- Indian Penal Code	Sub-Topic
1.	Offences Against Public Tranquility	Unlawful Assembly Section 141, 142, 145 Riots — Sec 146 to 148



2.	Offences Related to Public Servants	Section 161, 162, 163
3.	Public Nuisance	Section 268 Section 279
4.	Rash Driving	
5.	Offences Against Human body	Offences Affecting Life — Section 300, 302, 304A, 306, and 307 Hurt and Grievous Hurt — Section 319, 320, 323, 324, 325, 327, 328, 332, 333, 337 and 338 Assault — Section 351 Assault or Criminal Force to Deter Public Servant from Discharge of His Duty — Section 353 Assault or Criminal Force to Woman with Intent to outrage her Modesty — Section 354 Word, Gesture or Act intended to insult the Modesty of a Woman — Section 509
6.	Offences Against Property	Theft — Section 378 to 381 Criminal Trespass — Section 441, 447 House Breaking — Section 445

Skill Test: Running, Highrise Physical exercises, and command in conduct of drill, test of exposure to the artillery and demonstration of ability to control riots through mock exercises etc.

X



