

**General Guidelines for written examination for the post of ASSISTANT in response to the Advertisement No. .... published in Employment News dated 17 - 23 February 2018**

Important information/General instructions for candidates for written examination for the post of ASSISTANT to Eligible/ Provisionally Eligible candidates are also given below.

**Important Information**

1. Important information is as following:

I. Examination Date, Time and Reporting time for candidates at the examination centre etc., on the day of examination areas under:-

Sl. No.	Post Applied	Date & Day of Examination	Reporting Time at Examination Centre	Time of Examination at Examination Centre	Reporting Time at Examination Centre	Time of Examination at Examination Centre
			Paper-I		Paper-II	
1	Assistant	22.11.2020 (Sunday)	09:00A.M.to 09:30A.M.	10:00A.M.to 11.30A.M.	11.45 P.M. to 12.00 noon	12:00noon to 1:30P.M.
Test Venue – Shri Bhagwan Das Sanskrit Mahavidyalaya, Haridwar						

II. No candidate will be allowed to enter the Examination Centre after Reporting time, as mentioned above, under any circumstances.

III. Results of written examination are likely to be displayed on **Mahavidyalaya website [www.bdasmhardwar.com](http://www.bdasmhardwar.com)**

VI. For the convenience of the candidates, few Sample Questions (from each section) with guidelines are given at **Annexure no.-**for the post of Assistant.

V. **Scheme of Examination is uploaded/available in the Mahavidyalaya website.** However the same details also attached here with

2. There will be 100 multiple choice questions carrying one mark each in Paper I (ObjectiveTest), Paper II (DescriptiveTest) will be of 100 marks (see Scheme of Examination for further details), which is attached herewith.

3. There will be no negative marking for wrong answers.

4. Hall Ticket/Admit Cards also attached herewith to the eligible/provisionally eligible candidates.

However, if any of such candidates does not receive the same, he may get it from the Mahavidyalaya from 15 November 2020 onwards till date of written examination.

5. **Candidates are also advised to regularly visit Mahavidyalaya's website and candidate's personal email for any change in schedule of written examination or further important announcement/ information/ corrigendum/notices and other details. Any communication will not be sent individually.**

6. Admit cards being issued provisionally, on the basis of information furnished by the candidate in

his/her application. The Mahavidyalaya has not verified/scrutinized this information and therefore, mere appearance at the examination does not, in anyway, entitle him/her to claim for the post.

7. It may be noted that candidates found Eligible/Provisionally Eligible will have to undergo written test in the first instance. Result of written test will be displayed on Mahavidyalaya's Website. Eligibility of qualified candidates for respective posts will be subject to/based on verification of documents and veracity in its statements made by the candidates in application form.
8. The candidature will be treated as **invalid ab-initio**, in case he/she does not fulfill the eligibility criteria. Candidates should satisfy himself/herself regarding the possession of the required qualifications, age, caste, category etc., as stipulated for the post which he/she has applied for as on last date of receipt of applications.
9. If any candidate appearing for any examination finds that his/her name, reservation category, post name, postcode, photo, signature etc. is missing or is incorrect in his/her Admit Card, he/she should get it rectified by visiting the office of the Mahavidyalaya in advance prior to the date of written examination. **The Mahavidyalaya will not make any kind of corrections in admit cards received by post.** No modification/rectification, whatsoever, in the admit card at the examination centre will be allowed.
10. The Question paper booklet (objective) contains four options of answer against each question indicated as A, B, C & D. The candidates are required to read the question carefully and choose the correct answer by fully **circling** the correct option from A, B, C and D on Question cum Answer Booklet.

Special instructions for making response in the Question cum Answer booklet areas under:

(a) Mark/write the name of the Examination, Subject, Examination venue, Roll Number and date of examination in the space provided for the particular item with Black or Blue Ball Point Pen. Don't write anything on the answer booklet except on the space provided for mentioning the same.

(b) Candidate should **circle** the choice of answer in the Answer Booklet neatly and clearly with Black or Blue Ball Point Pen.

(c) Illustration for marking the answer is given below:

QNo.1) Who is the Father of the Nation?

- (A) Jawaharlal Nehru (B) Lal Bahadur Shastri  
(C) M. K. Gandhi (D) Dr. S. RadhaKrishnan

You will have four alternatives/choices in the OMR Sheet for your response corresponding to each question in the question Booklet/paper as below:

Q. No.1:    **A**        **B**        **C**        **D**

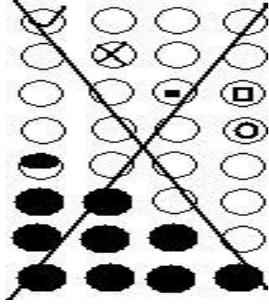
In the above illustration, if you have chosen, response is alternative i.e. M.K. Gandhi, then the same should be marked on the Answer Booklet by Circling the relevant circle with a Black or Blue Ball Point Pen only as below:-

:    **A**        **B**        **ⓐ**        **D**

**THIS WILL BE THE ONLY CORRECT METHOD OF ANSWERING.**

(i) In either of the following cases, the answer will be treated as invalid:

Circling more than one option/circle or use of eraser/fluid/any other device. Use of other method like tick mark, cross mark, darkening, dots mark, outside circle, half-filled circle etc. Example:-



11. Question cum Answer booklet will be collected back after completion of the examination by the invigilator immediately. Candidate will not be allowed to leave the examination hall in the first one hour of the examination time.
12. The questions will be bilingual i.e. in Hindi & in English, except for the test of language section (English) of the paper, wherever applicable.
13. The Mahavidyalaya reserves the right to reject the candidature of any ineligible candidate at any stage of recruitment. Further, candidature of any candidate is purely provisional, at every stage until he is offered appointment by the Mahavidyalaya.
14. The candidature of the candidate to the written examination is entirely provisional and mere issue of Admit Card or appearance in Examination does not entitle him/her to any claim for the post.
15. Without prejudice to criminal action/debarment from Mahavidyalaya's examination wherever necessary, candidature will be summarily cancelled at any stage of the recruitment in respect of candidates who are found to have indulged in any of the following:-
  - i. In possession of mobile phone & accessories and other electronic gadgets within the premises of the examination hall, whether in use or in switched off mode and on person or otherwise.
  - ii. Using unfair means in the examination hall.
  - iii. Obtaining support for his/her candidature by any means.
  - iv. Impersonate/Procuring impersonation by any person.
  - v. Submitting fabricated documents or documents which have been tampered with.
  - vi. Making statements which are in correct or false or suppressing material information.
  - vii. Resorting to any other irregular or improper means in connection with his/her candidature for the examination.
  - viii. Misbehaving in any manner in the examination hall with the Supervisor, Invigilator or Mahavidyalaya's representatives.
  - ix. Intimidating or causing harm to the staff employed by the Mahavidyalaya at Examination Centre for the conduct of examination.

- x. Not fulfilling the eligibility condition mentioned in the Advertisement.
  - xi. Any other ground which the Mahavidyalaya considers to be sufficient cause.
16. **It is compulsory to carry atleast one original Photo ID such as Voter's ID, Aadhar Card, Driving License, ID cards or Passport issued by the Government. Candidates without such ID cards and AdmitCards will not be allowed to enter the examination centre.**
  17. The decision of the Mahavidyalaya shall be final in all matters relating to eligibility, acceptance or rejection of the candidature/applications, penalty for false information, mode of selection, conduct of examination, allotment of examination centre and selection, as per the rules.
  18. In the question papers, where necessary, the Metric systems of weights and measures only will have to be used.
  19. **For VH candidates of 40% and above visual disability/cerebral palsy affected candidates and opting for scribe, there will be no component of Maps/Graphs/Diagrams/Statistical Data in the General Intelligence & Reasoning/ General Awareness Paper. Total duration of written examination for VH candidates will be 3 hours and 40 minutes.**
  20. OBC candidates shall belong to OBC Category of respective State as notified by Central Government and to be supported by submitting relevant certificate as per Central format.
  21. OBC non-creamy layer certificate should be valid at the time of appointment.
  22. Appointment of SC/ST/OBC/PWD/ESM/Non-Creamy layer category candidates (as the case may be), will be provisional, subject to verification of related Certificates/documents.
  23. At any stage of this recruitment process including after recruitment or joining, if any of the following unlawful activity or assertion is detected, the said candidate will be liable to be disqualified, prosecuted and debarred for all appointments in Mahavidyalaya and his/her application/ appointment will be rejected forthwith, and Mahavidyalaya will not entertain any further correspondence from these candidates.

If the candidate:

- (i) Has provided false information or submitted false documents or
- (ii) Has suppressed relevant information or
- (iii) Does not meet the eligibility criteria prescribed for the post or
- (iv) Has resorted to unfair means during the Recruitment process or
- (v) Is found guilty of impersonation or
- (vi) Has created disturbance affecting the smooth conduct of the Written Examination at the Test Centre Venue or
- (vii) Has uploaded non-human or irrelevant photograph

Therefore, the candidate will be fully responsible for his/her eligibility. The eligibility/provisionally eligibility list declared by the Mahavidyalaya is just a process.

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**ASSISTANT**  
**Sample Questions**  
**Paper – I**

Roll No. \_\_\_\_\_

Question Booklet No. 

(in words: \_\_\_\_\_)

This booklet contains XXXXX printed pages.

Time Allowed: One and Half Hours

Maximum Marks: 100

Do not open the Seal of the Question booklet until you are told to do so.

Read the following instructions carefully before you begin to answer the questions. Section A, C and D of this Booklet contains questions in English as well as in Hindi, wherever applicable. However, Section B of the question booklet is for English language and candidates will have to answer accordingly.

<b>Section – A</b>	
<b>General Administration and Finance</b>	
<p>1. Process of putting up previous correspondence for disposal of a case is :</p> <p>A. Noting B. Drafting C. Referencing D. Indexing</p>	<p>1. किसी मामले के निपटान के लिए पिछले पत्राचार की प्रक्रिया है:</p> <p>A. नोटिंग करना B. मसौदा C. संदर्भित D. अनुक्रमण</p>
<p>2. The valuables received in the office sent for safe custody of:</p> <p>A. Manager B. Tapal Clerk C. Dispatch Clerk D. Lower Division Clerk</p>	<p>2. कार्यालय में प्राप्त कीमती सामान को सुरक्षित अभिरक्षा के लिए किस को भेजा जाता है:</p> <p>A. प्रबंधक B. तपाल लिपिक C. वितरित करने वाला लिपिक D. कनिष्ठ वर्गीय लिपिक</p>
<b>Section –B</b>	
<b>English Language</b>	
<p><i>Direction - In the following question, a sentence has been given in Direct/Indirect speech. Out of the four alternatives suggested, select the one which best expresses the same sentence in Indirect/Direct speech.</i></p> <p>26. He said, "I am writing a poem." A. He said that I am writing a poem. B. He said that he is writing a poem. C. He said that the poem is being written. D. He said that he was writing a poem.</p>	
<p><i>Direction -In the following questions, improve the <b>bold</b> part of the sentence, if required.</i></p>	

27) I <b>am always wondered</b> what it would be like to be inside a chocolate factory.	
A. have always wonder B. have always wondering C. have always wondered D. No improvement	
<b>Section –C</b>	
<b>Quantitative Aptitude</b>	
51) Find the ratio of LCM and HCF of 56 and 84 ?	51) 56 और 84 के एल का .एफ.सी.एवं एच .एम.सी. अनुपात ज्ञात करें ?
(A) 8 : 3                      (B) 7 : 2	(A) 8 : 3                      (B) 7 : 2
(C) 5 : 3                      (D) 6 : 1	(C) 5 : 3                      (D) 6 : 1
52) HDFC offers 10% interest compounded half yearly. A customer deposits Rs. 1200 each on 1st January and 1st July of a year. At the end of the year, what amount would he gained as an interest ?	52) एचडीएफसी अर्धवार्षिक रूप से गणना करने पर 10% ब्याज प्रदान करता है। एक ग्राहक प्रत्येक वर्ष की 1 जनवरी और 1 जुलाई को 1200 रुपये जमा करता है। वर्ष के अंत में, वह ब्याज के रूप में कितनी धनराशि प्राप्त करेगा ?
(A) Rs.272                      (B) Rs.372	(A) 272 रुपये                      (B) 372 रुपये
(C) Rs.237                      (D) Rs.327	(C) 237 रुपये                      (D) 327 रुपये
<b>Section –D</b>	
<b>General Awareness</b>	
76. A boy introduced a girl as the daughter of the son of the father of his uncle. How is the girl related to the boy ?	76. एक लड़के ने एक लड़की को अपने चाचा के पिता के बेटे की बेटी के रूप में पेश किया। लड़की लड़के से कैसे संबंधित है ?
A. Aunt                              B. Grand-daughter	(A चाची (                              )Bबेटी-नाती (
C. Niece                              D. Sister	(C भतीजी (                              )Dबहन (
77. "Ctrl + PageUp" is used to	77. "Ctrl + PageUp" का उपयोग किया जाता है
A. Moves the cursor one Page Up	A. कर्सर को एक पृष्ठ ऊपर ले जाता है
B. Moves the cursor one Paragraph Up	B. कर्सर को एक अनुच्छेद ऊपर ले जाता है
C. Moves the cursor one Screen Up	C. कर्सर को एक स्क्रीन ऊपर ले जाता है
D. Moves the cursor one Line Up	D. कर्सर को एक पंक्ति ऊपर ले जाता है
78. Which Veda mainly deals with Sacrifice (Yagna)?	78. इन में से कौन सा वेद यज्ञ से सम्बन्धित है ?
A. Rig Veda                      B. Saam Veda	(A चाची (                              )Bबेटी-नाती (
C. Atharva Veda                      D. Yajur Veda	(C भतीजी (                              )Dबहन (

## Sample Questions

### Paper – II

[Descriptive Test]

Time: One and Half Hrs.

Marks: 100

Each question carries 20 marks

प्रत्येक प्रश्न में 20 अंक होते हैं।

1. Please indicate various stages of Budget formulation for your organization in a Financial Year? (20)  
कृपया वित्तीय वर्ष में अपने संगठन के लिए बजट तैयार करने के विभिन्न चरणों का संकेत दें?
2. GFR 2017 indicates "Open Tender" to be utilized for purchase of excepted value of goods. Indicate steps to be taken for inviting bids for the "Open Tender"? Whether it is single bid or double bids. Indicate accordingly. (20)  
GFR 2017 इंगित करता है कि "ओपनटेंडर" का उपयोग वस्तुओं के अपवाद मूल्य की खरीद के लिए किया जाए। "ओपनटेंडर" के लिए बोलियों को आमंत्रित करने के लिए उठाए जाने वाले कदमों के बारे में बताएं ? चाहे वह सिंगल बिड हो या डबल बिड। तदनुसार संकेत दें।