

**Sh. Bhagwan Das Adarsh Sanskrit Mahavidyalaya
PO-GurukulKangri, Distt.-Haridwar,
Uttarakhand- 249404**

**Selection Criteria and Scheme of Examination for the post of
Assistant for Direct Recruitment**

1. General

- 1.1 The selection for the post of Assistant shall be through a process of written Test.
- 1.2 The written test will be in two parts, Objective and Descriptive.
- 1.3 It is necessary to obtain minimum qualifying marks in Objective test and Descriptive test separately.
- *Descriptive Test answer scripts will be evaluated only of those candidates who qualify in the Objective Test.*
 - *It is also necessary for the candidates to qualify in Noting and Drafting & computer proficiency.*
- 1.4 The weightage /marks in each test will be as under:-
- | | | |
|-----------------------|----------|------------------|
| (i) Objective Test | - | 100 Marks |
| (ii) Descriptive Test | - | 100 Marks |
| Total | - | 200 Marks |

Minimum qualifying marks are 40% in each of these tests.

- 1.5 Merit shall be decided based on combined marks secured in Objective and Descriptive tests and subject to fulfillment of other prescribed conditions.
- 1.6 In the event of tie in scores, the following will be taken in order of preference in deciding the merit:-
- (i) Marks obtained in Graduation.
 - (ii) Marks obtained in 12th examination.
 - (iii) Marks/grade obtained in the 10th examination

2. Scheme of the written examination and syllabus:

2.1 Objective test: (100 Marks) Duration: One and Half Hours

Section	Subjects	Questions	Marks	Duration	Qualifying marks
A	General Administration and Finance	25	25	1.30 hours	40% of 100
B	English Language	25	25		
C	Quantitative Aptitude	25	25		
D	General Awareness	25	25		
100					

2.1.1 Section (A):- General Administration and Finance:

FR/SR, LTC, Leave Rules, Conduct Rules, CCS(CCA) Rules, General Office Procedure, GFR, Pay and Pension Rules, Purchase and Budgeting.

2.1.2 **Section (B):- English Language:**

Spot the Error, Fill in the Blanks, Synonyms/Homonyms, Antonyms, Spellings/ Detecting Mis-spelt words, Idioms & Phrases, One word substitution, Improvement of Sentences, Active/Passive Voice of Verbs, Conversion into Direct/Indirect narration, Shuffling of Sentence parts, Shuffling of Sentences in a passage, Cloze Passage, Comprehension Passage.

2.1.3 **Section (C):- Quantitative Aptitude:**

Arithmetic:

Number Systems: Computation of Whole Number, Decimal and Fractions, Relationship between numbers.

Fundamental arithmetical operations: Percentages, Ratio and Proportion, Square roots, Averages, Interest (Simple and Compound), Profit and Loss, Discount, Time and distance, Time and work.

Algebra: Basic algebraic identities of School Algebra and Elementary surds (simple problems) and Graphs of Linear Equations.

Geometry: Familiarity with elementary geometric figures and facts: Triangle and its various kinds of centres, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles.

Mensuration: Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square Base.

Statistical Charts: Use of Tables and Graphs: Histogram, Frequency polygon, Bar diagram, Pie-chart.

2.1.4 **Section (D):- General Awareness:**

Questions will be designed to test the ability of the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated person. The test will include questions relating to India, especially pertaining to History, Indian Culture, Sanskrit language and Literature, Traditional knowledge systems of India, Educational Policy, Geography, Economic scene, General Politics including Indian Constitution, and

Scientific Research etc. These questions will be such that they do not require a special study of any discipline.

2.2 Descriptive Test: (100 Marks) Duration- One and half(1.30) Hours

Descriptive Test will consist of the following sections shown below:-(total 5 questions each question 20 marks)

- (I) Noting and Drafting,
- (II) Précis Writing, Letter Writing, General Administration in Higher Educational/University Systems and Procedures, Service Matters and Personal Administration, Student Affairs, Reservations and Concessions for SC, ST, OBC, PH etc., The Right to Information Act 2005, FR/SR, Leave Rules, LTC, Conduct Rules, CCS(CCA) Rules.
- (III) GFR, Pay and Pension Rules, Budgeting and accounts matters, Purchase Procedures.

3. General Instruction areas under:-

- 3.1 Candidates must write the papers/indicate the answers in their own hand. (exemptions allowed as per Govt. of India Rules)
- 3.2 Candidates are not permitted to bring any electronic gadgets/mobile phones except as specified in the Notice/Call letter. They should not, therefore, bring the same inside the Examination Premises / Venue for papers for which their use is not permitted.
- 3.3 If any candidate is found to possess any electronic gadgets unless permitted as in 3.2 above or mobile phones or any other means of wireless communication in the working or switched off mode, his/her candidature shall be cancelled forthwith and he/she will be debarred from the Mahavidyalaya's examination.
- 3.4 Wherever applicable, the candidates must **indicate /write the answer either in Hindi/Sanskrit or in English**. If answers are indicated/written partly in Hindi and/or Sanskrit and partly in English and vice versa, the Answer script will not be evaluated.
- 3.5 In the question papers, wherever necessary, the Metric systems of weights and measures only will be used.
- 3.6 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 2 hours.