



S.No. 387/Rec/Adm/2023

Bilaspur, Date. 23/06/2023

NOTIFICATION

**Syllabus and pattern of Examination for different Non Teaching
Positions advertised through advertisement No. 391/Rec/Adm/2023
dated 17.05.2023**

S.No.	Post			
1.	Private Secretary			
	<table border="1"><thead><tr><th>Written Test (Multiple Choice Type Questions - 50 Marks, 1 Hr)</th><th>Practical Test (50 Marks, 1Hr)</th></tr></thead><tbody><tr><td><ul style="list-style-type: none">• General Mathematics• General Hindi• General English• General Awareness• Reasoning Ability• Knowledge of computer with special reference to knowledge of word processing and data analysis packages</td><td><ul style="list-style-type: none">• English/Hindi Stenography Speed: 120 words per minute (wpm) in English or 100 wpm in Hindi• Speed in English Typing @ 35 wpm OR Speed in Hindi Typing @30 wpm• Knowledge of Computer applications.</td></tr></tbody></table>	Written Test (Multiple Choice Type Questions - 50 Marks, 1 Hr)	Practical Test (50 Marks, 1Hr)	<ul style="list-style-type: none">• General Mathematics• General Hindi• General English• General Awareness• Reasoning Ability• Knowledge of computer with special reference to knowledge of word processing and data analysis packages
Written Test (Multiple Choice Type Questions - 50 Marks, 1 Hr)	Practical Test (50 Marks, 1Hr)			
<ul style="list-style-type: none">• General Mathematics• General Hindi• General English• General Awareness• Reasoning Ability• Knowledge of computer with special reference to knowledge of word processing and data analysis packages	<ul style="list-style-type: none">• English/Hindi Stenography Speed: 120 words per minute (wpm) in English or 100 wpm in Hindi• Speed in English Typing @ 35 wpm OR Speed in Hindi Typing @30 wpm• Knowledge of Computer applications.			
2.	Hindi Translator			
	<table border="1"><thead><tr><th>Written Test (Multiple Choice Type Questions - 50 Marks, 1Hr)</th><th>Practical Test (50 Marks, 1Hr)</th></tr></thead><tbody><tr><td><ul style="list-style-type: none">• General Mathematics• General Hindi• General English• General Awareness• Reasoning Ability• Knowledge of computer with special reference to knowledge of word processing and data analysis packages</td><td><p>Translation</p><ul style="list-style-type: none">• Hindi to English• English to Hindi</td></tr></tbody></table>	Written Test (Multiple Choice Type Questions - 50 Marks, 1Hr)	Practical Test (50 Marks, 1Hr)	<ul style="list-style-type: none">• General Mathematics• General Hindi• General English• General Awareness• Reasoning Ability• Knowledge of computer with special reference to knowledge of word processing and data analysis packages
Written Test (Multiple Choice Type Questions - 50 Marks, 1Hr)	Practical Test (50 Marks, 1Hr)			
<ul style="list-style-type: none">• General Mathematics• General Hindi• General English• General Awareness• Reasoning Ability• Knowledge of computer with special reference to knowledge of word processing and data analysis packages	<p>Translation</p> <ul style="list-style-type: none">• Hindi to English• English to Hindi			

Musoni

3. Senior Technical Assistant (ICT)		
	Written Test (Multiple Choice Type Questions - 80 Marks, 1Hour 30 Minute)	Practical Test (20 Marks, 30 Minutes)
	<p>The written examination is likely to assess your technical knowledge and skills in the field of ICT. The examination will be of multiple-choice questions (MCQs) related to the essential qualifications mentioned. The topics that may be covered include:</p> <p>(a) Computer Science & Engineering /Electronics Engineering: Questions related to the core concepts, principles, and applications of computer science and electronics engineering.</p> <p>(b) Programming Languages: Questions to evaluate your programming skills in languages such as C, C++, Java, etc. You may be asked to write code snippets, analyze code, or solve programming problems.</p> <p>(c) Databases: Questions related to database concepts, SQL queries, and experience with databases like MySQL or Oracle. You may be asked to design database schemas, write SQL queries, or perform database operations.</p> <p>(d) Foundations and Practices: Questions about the foundations and practices of ICT under various platforms such as Windows, Linux, or Unix. This may include topics like operating system concepts, network protocols, system administration, scripting languages, etc.</p>	<p>This test may involve tasks like coding exercises, database operations, troubleshooting scenarios, or working with specific software or systems.</p>
4. Senior Technical Assistant (Laboratory Cadre)		
	Written Test (Multiple Choice Type Questions - 80 Marks, 1Hour 30 Minute)	Practical Test (20 Marks, 30 Minutes)
	<ul style="list-style-type: none"> • General English • Quantitative Aptitude • General Intelligence • General Science • Laboratory Management and Maintenance 	<p>05 jobs of 06 minutes each will be performed by the candidates to test the skills in relevant fields.</p>

Alwani

5.	Professional Assistant	
	Written Test (Multiple Choice Type Questions - 100 Marks, 2Hrs)	Practical Test
	<ul style="list-style-type: none"> • General Mathematics • General Hindi • General English • General Awareness • Reasoning Ability • Knowledge of computer with special reference to knowledge of word processing and data analysis packages 	Not Applicable
6.	Junior Engineer	
	Written Test (Multiple Choice Type Questions - 75 Marks, 1 Hrs and 30 Minutes)	Practical Test (25 Marks, 30 Minutes)
	<p>A test shall be conducted in the first phase in form of multiple-choice written test. Screening test shall consist of questions on</p> <ul style="list-style-type: none"> • General English • Numerical Aptitude Arithmetic • Reasoning and Data Interpretation 	<ul style="list-style-type: none"> • Strength of Materials • Concrete Technology • Geotechnical Engineering • Surveying • Highway Engineering • Environmental Engineering
7.	Semi Professional Assistant	
	Written Test (Multiple Choice Type Questions - 100 Marks, 2Hrs)	Practical Test
	<ul style="list-style-type: none"> • General Mathematics • General Hindi • General English • General Awareness • Reasoning Ability • Knowledge of computer with special reference to knowledge of word processing and data analysis packages 	Not Applicable
8.	Laboratory Assistant	
	Written Test (Multiple Choice Type Questions - 100 Marks, 2Hrs)	Practical Test
	<ul style="list-style-type: none"> • General Science and Awareness • General Mathematics • General Hindi • General English • Subject specific laboratory based practical questions • Knowledge of computer with special reference to knowledge of word processing and data analysis packages • Reasoning Ability 	Not Applicable

Munir

9. Library Assistant		
	Written Test (Multiple Choice Type Questions - 80 Marks, 1Hour 30 Minute)	Practical Test (20 Marks, 30 Minutes)
	<ul style="list-style-type: none"> • General Mathematics • General Hindi • General English • General Awareness • Reasoning Ability • Knowledge of computer with special reference to knowledge of word processing and data analysis packages 	<ul style="list-style-type: none"> • Typing speed of 30 words per minute in English.
10. Hindi Typist		
	Written Test (Multiple Choice Type Questions - 80 Marks, 1Hour 30 Minute)	Practical Test (20 Marks, 30 Minutes)
	<ul style="list-style-type: none"> • General Mathematics • General Hindi • General English • General Awareness • Reasoning Ability • Knowledge of computer with special reference to knowledge of word processing and data analysis packages 	<ul style="list-style-type: none"> • Speed in Hindi Typing @ 30 words per minute.
11. Laboratory Attendant		
	Written Test (Multiple Choice Type Questions - 100 Marks, 2Hrs)	Practical Test
	<ul style="list-style-type: none"> • General Awareness • Reasoning Ability • General Hindi • General English • Subject specific knowledge test (Physics/Chemistry/Biology or Physics/Chemistry/Mathematics) 	Not Applicable
12. Library Attendant		
	Written Test (Multiple Choice Type Questions - 100 Marks, 2Hrs)	Practical Test
	<ul style="list-style-type: none"> • General Mathematics • General Hindi • General English • General Awareness • Reasoning Ability • Knowledge of computer with special reference to knowledge of word processing and data analysis packages 	Not Applicable

Asliwal

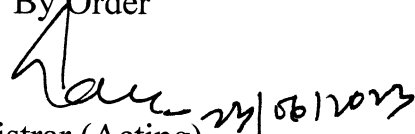
Non-Teaching Tenure Position in Human Resource Development Centre

S.No.	Post	
1.	Section Officer	
	Written Test (Multiple Choice Type Questions - 100 Marks, 2 Hrs)	Practical Test
	<ul style="list-style-type: none"> • General Mathematics • General Hindi • General English • General Awareness • Reasoning Ability • Knowledge of computer with special reference to knowledge of word processing and data analysis packages 	Not Applicable
2.	Senior Assistant	
	Written Test (Multiple Choice Type Questions - 80 Marks, 1Hour 30 Minute)	Practical Test (20 Marks, 30 Minutes)
	<ul style="list-style-type: none"> • General Mathematics • General Hindi • General English • General Awareness • Reasoning Ability • Knowledge of computer with special reference to knowledge of word processing and data analysis packages 	<ul style="list-style-type: none"> • Speed in English Typing @ 35 wpm OR Speed in Hindi Typing @30 wpm
3.	Junior Assistant	
	Written Test (Multiple Choice Type Questions - 80 Marks, 1Hour 30 Minute)	Practical Test (20 Marks, 30 Minutes)
	<ul style="list-style-type: none"> • General Mathematics • General Hindi • General English • General Awareness • Reasoning Ability • Knowledge of computer with special reference to knowledge of word processing and data analysis packages 	<ul style="list-style-type: none"> • Speed in English Typing @ 35 wpm OR Speed in Hindi Typing @30 wpm

Munir

4.	Hostel Attendant	
	Written Test (Multiple Choice Type Questions - 100 Marks, 2 Hrs)	Practical Test
	<ul style="list-style-type: none"> • General Mathematics • General Hindi • General English • General Awareness • Reasoning Ability 	Not Applicable

By Order


Registrar (Acting)

Bilaspur, 23/06/2023

EndtNo. 388/Estt/Adm/2023

Date.....

1. PS/PA to HVC/Registrar, for kind information to Hon'ble Vice Chancellor/ Registrar.
2. Coordinator IT Cell, for information and uploading on the University website.
3. Office copy



Assistant Registrar (Admn)