

CENTRAL SANSKRIT UNIVERSITY

(Established by an Act of Parliament, 2020)

NEW DELHI – 110 058

Selection Criteria and Scheme of Examination for the post of **SECTION OFFICER** for LIMITED DEPARTMENTAL COMPETITIVE EXAMINATIONS

1. General

- 1.1 The promotion to the post of Section Officer shall be through a process of Computer Based Test (Objective-CBT) and Written Test (Descriptive).
- 1.2 The examination will consist of two papers –
Paper-1-CBT (Objective- MCQ) and Paper-2 (Descriptive), each Paper for 100 Marks.
- 1.3 For Paper 1(Objective-MCQ), there will be 100 questions carrying 01 mark each.
- 1.4 The Time for Computer Based Test of Paper-1 (Objective-MCQ) is of 60 minutes.
- 1.5 The Time allotted for Paper-2 (Descriptive) is of 2 hours.
- 1.6 To qualify the examination, the candidate must secure at least 40% of marks in each paper.
- 1.7 There is no negative marking for any wrong answer in CBT examination (Paper-1).
- 1.8 In Paper -1 (Objective-MCQ), the questions in Section-A will be in concerned language and for Section-B and Section-C, the questions will be in bilingual (Hindi & English).
- 1.9 The answer script in Paper-2 (Descriptive) should be written either in English or Hindi i.e. only in one language, except wherever it is specified to do so, otherwise the paper will not be evaluated and score will not be awarded.
- 1.10 Merit shall be decided based on combined marks secured in Objective and Descriptive Papers subject to fulfilment of conditions as mentioned herein above.
- 1.11 In the event of tie in scores in the total marks in written test (both Objective & Descriptive) and interview, the following factors will be taken in order of preference in deciding the merit:
 - (a) Seniority in the feeder post.

2. SCHEME OF PAPER -1 (CBT) & PAPER -2 (WRITTEN TEST) AND DETAILED SYLLABUS:

(A) Scheme of Paper-1(CBT) (Objective-MCQ)

| Section | Subject | No. of Questions | No. of Marks | Total |
|-------------|---|------------------|--------------|-------|
| Section – A | Usage of English language | 10 | 10 | 20 |
| | Usage of Hindi language | 10 | 10 | |
| Section – B | Quantitative aptitude | 10 | 10 | 40 |
| | Reasoning ability | 10 | 10 | |
| | Computer knowledge | 10 | 10 | |
| | Indian Knowledge and Sanskrit literature | 10 | 10 | |
| Section – C | Knowledge of Higher Education Institutions in India | 20 | 20 | 40 |
| | General Administration and Finance | 20 | 20 | |
| Total | | 100 | 100 | 100 |

(B) Syllabus of Paper-1(CBT) (Objective-MCQ) :

Section – A

(i) Usage of English language

- Cloze Test
- Comprehension Test

(ii) Usage of Hindi language

- Cloze Test
- Comprehension Test

Section – B

(i) Quantitative Aptitude

- Number System
- Square & Cube Roots
- Average
- Ratio & Proportion
- Percentage
- Profit & Loss
- Partnership
- Interest
- Time & Work
- Speed, Time & Distance

(ii) Reasoning Ability

- Analogy
- Classification
- Series
- Coding & Decoding
- Alphabet & Number Test
- Logical Arrangement of Words
- Inserting the Missing
- Mathematical Operations
- Direction & Distance
- Clock & Calendar

(iii) Computer Knowledge

- Computer Basics
- Hardware & Software
- Operating Systems
- Networking
- Internet Applications
- Database
- MS-Office
- Programming Languages
- Social & Multimedia
- Shortcut Keys

(iv) Indian Knowledge and Sanskrit literature

- General Science
- Indian History
- Indian Geography
- Indian Polity
- Indian Economy
- Indian Culture
- Indian Knowledge Systems
- Sanskrit literature

Section – C

(i) Knowledge of Higher Education Institutions in India

- MoE
- UGC
- NAAC
- NCTE
- NIRF
- NCERT
- AICTE
- DEB
- Central Universities
- Sanskrit Universities

(ii) General Administration and Finance

- Office Procedure
- Service Rules
- e-Office Procedure
- Establishment
- Administration
- CCS CCA Rules
- Budget Formulation
- Government Accounts
- Works
- Procurement of Goods & Services

3. Scheme of Paper -2 (Written test) and detailed syllabus:

| Section | Subject | No. of questions (Either/Or option) | Marks |
|-----------|---|--|-------|
| Section-A | Noting | 1 | 10 |
| | Drafting | 1 | 10 |
| | Precis Writing | 1 | 10 |
| | Letter Writing | 1 | 10 |
| | Translation (English-Hindi)/(Hindi-English) | 1 | 10 |
| | Total | 5 | 50 |
| Section-B | MoE, UGC, NAAC, DEB NCTE, NIRF, NCERT, AICTE, IGNOU, Central Universities, Sanskrit Universities | 1 | 10 |
| | General Administration & Establishment | 2 | 20 |
| | General Financial Rules | 2 | 20 |
| | Total | 5 | 50 |

4. The General Instructions are as under :-

- (a) Candidates are directed to attend 1 hour before to the venue i.e. examination centre.
- (b) Candidates are not permitted to bring any electronic gadgets/mobile phones.
- (c) If any candidate is found to possess any electronic gadgets 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 examination.
- (d) No TA/DA will be paid to the candidates for attending the examination.
- (e) Any other necessary instructions will be given in Hall ticket/Admit card.