

CENTRAL SANSKRIT UNIVERSITY

(Established by an Act of Parliament, 2020)

NEW DELHI – 110 058

Selection Criteria and Scheme of Examination for the post of **PROFESSIONAL ASSISTANT**

1. General

- 1.1 The selection to the post of Professional Assistant shall be through a process of Computer Based Test (CBT).
- 1.2 For CBT (Objective-MCQ), there will be 100 questions carrying 01 mark each (Total 100 marks).
- 1.3 The Time for Computer Based Test (Objective-MCQ) is of 60 minutes.
- 1.4 To qualify the examination, the candidate must secure at least 40% of marks in Objective Paper.
- 1.5 There is no negative marking for any wrong answer in CBT examination.
- 1.6 In CBT (Objective-MCQ) Paper, 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).
- 1.7 Merit shall be decided based on the marks secured in Objective (CBT– MCQ) Paper subject to fulfilment of conditions as mentioned herein above.
- 1.8 In the event of tie in scores in the total marks in Objective (CBT– MCQ) Paper, the following factors will be taken in order of preference in deciding the merit:
 - (a) Percentage of marks in the PG degree, which is the minimum qualification to apply for the post.
 - (b) Age factor comes in scene (elder candidate will be given preference).

2. SCHEME OF OBJECTIVE (CBT – MCQ) PAPER AND DETAILED SYLLABUS:

(A) Scheme of 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 Library Science	40	40	40
	Total	100	100	100

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

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

Knowledge of Library Science

- Foundations of Library and Information Science
- Knowledge Organization: Library classification
- Information and Communication
- Information Sources
- Information Products and Services
- Digital Libraries
- Library and Information Centre Management
- Cataloguing and Metadata
- Intellectual Property Rights
- Information Technology Application in Library Information Science
- Basic knowledge in Manuscripts – Conservation, Preservation etc.,

3. 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.