

F.No. CSU/RC/14001/2025-26/DP/ 3३४

केन्द्रीय संस्कृत विश्वविद्यालय

CENTRAL SANSKRIT UNIVERSITY

जनकपुरी, नई दिल्ली-110058

Janakpuri, New Delhi- 110 058

दिनांक/Dated: - 29/05/2026

**अधिसूचना/ NOTIFICATION**

With the approval of the Competent Authority, the 'Scheme of Examination' under **Promotion Quota** including Syllabus for the posts of Assistant Registrar, Section Officer, Assistant, Lower Division Clerk (LDC) and Library Assistant, are hereby notified for information and reference of concerned. The 'Scheme of Examination' under **Promotion Quota** including Syllabus are annexed at **Annexure-I to V.**

This issues with the approval of the Competent Authority.



कुलसचिव (प्रभारी)  
Registrar (In-Charge)

**प्रतिलिपि सूचनार्थ एवं आवश्यक कार्यवाही हेतु/Copy for information and necessary action: -**

1. All Director of the Campuses/Centre for circulation to the concerned employees.
2. P.S to Hon'ble Vice Chancellor
3. Registrar's office
4. Finance Officer
5. Controller of Examinations
6. Project Officer for uploading in the website of CSU. (Under Staff Corner)
7. All Sectional Heads of the HQ Office, CSU, Delhi for circulation to the concerned employees.
8. Guard File

**ASSISTANT REGISTRAR****SCHEME OF EXAMINATION FOR PROMOTION****1. General**

- 1.1 The Promotion of the Assistant Registrar shall be through merit obtained by a process of written Test followed by Interview and DPC.
- 1.2 The written test will be in two parts, Objective test and Descriptive test.
- 1.3 It is necessary to obtain minimum qualifying marks in Objective test and Descriptive test to be considered for Interview. Candidates qualified in Interview will be considered in DPC.
- 1.4 The selection criteria of the post will have following three stages: -

Stage	Nature	Marks	Time Duration	Weightage	Remarks if any
1.	Written Test (Objective Type – Paper-I)	100	1½ hours	30%	Counted for merit, subject to 40% qualifying marks
2.	Written Test (Descriptive Type – Paper-II)	100	2 hours	50%	i. Counted for merit, subject to 40% qualifying marks. ii. Only papers of the qualified candidates in objective test are evaluated.
3.	Interview	100	--	20%	Only candidates qualified in the Written Test (Paper I & II) above are called for interview. Candidates qualified in Interview will be considered in DPC.
<b>Total</b>		300	--	100%	Merit list will be prepared based on the total marks scored by candidate in the written test (Objective & Descriptive) as well as Interview.

\*For person with benchmark disability will be given extra time as per the Govt. of India rules.

- 1.5 Merit shall be decided based on the respective weightage of the marks in Objective test, Descriptive test and Interview, subject to fulfilment of conditions as mentioned herein above.
- 1.6 In the event of tie in scores, seniority in the feeder post will be taken for deciding the order of merit.

## 2. Scheme of the written examination and syllabus: -

### 2.1 The written examination will consist of Objective Test paper as shown below: -

#### **OBJECTIVE TEST**

Section	Titles of the topic	Questions	Marks	Duration*	Qualifying
A	Knowledge of Governance of Higher Education Institutions	50	50	1 ½ Hours (90 minutes)	40% of 100
B	Quantitative Aptitude	10	10		
C	General intelligence, Reasoning and General Awareness	15	15		
D	Language Skills (Hindi & English)	25	25		
Total		100	100		

#### 2.1.1 Section (A): - Knowledge of Governance of Higher Education Institutions: -

Section on Governance of Higher Educational Institutions would include areas concerning Rules and Policies, functioning, accreditation mechanism, funding and financing of Higher Educational Institutions in India, their nodal agencies, their financial and administrative functioning and Act, Statutes, Ordinances, Regulations, Policy and Delegation of Financial Powers of the Central Sanskrit University, Delhi and NEP-2020, RTI, Internal Complaint Committee, Pension Schemes, General Financial Rules (GFR), Rajbhasha provisions, CCS (CCA) Rules & Government e-Marketplace (GeM), Central Schemes for Sanskrit Promotion, FR & SR, SAMARTH.

#### 2.1.2 Section (B): - Quantitative Aptitude: -

Computation of Whole Number, Decimal and Fractions, Relationship between numbers, Percentages, Ratio and Proportion, Averages, Interest (Simple and Compound), Profit and Loss, Discount.

#### 2.1.3 Section (C): - General intelligence, Reasoning and General Awareness: -

Series, analogies, coding-decoding, classification, Logical reasoning: assumptions, conclusions, Puzzles & seating arrangement, Statement–argument and data sufficiency problems, Input-output, decision-making, Venn diagrams for set-based reasoning, Ranking, ordering, calendar & clock problems, AI tools.

#### **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 Philosophy & Culture, Sanskrit language and Literature, Bhartiya Gyan Prampara (Indian knowledge systems), Educational systems, Indian Polity including Indian Constitution etc.

#### 2.1.4 Section (D): - Language Skills (Hindi & English): -

Idioms and Phrases, one-word Substitution, Sentence Correction, Error Spotting, fill in the Blanks, Spellings Correction, Reading Comprehension, Synonyms-Antonyms, Active Passive, Sentence Rearrangement, Sentence Improvement, Cloze test.

## 2.2 Descriptive Test

### a) **Educational Administration and Management:**

The questions will be designed to test the candidate's knowledge and awareness on:

- Higher Education System in India, its Regulatory Bodies and recent developments in the field.
- Financial Administration in Higher Educational Institutions including budget formulation and execution of budget, Basic Income Tax and GST Rules, Basic Accounting Principles.
- Application of Information Communication Technology (ICT) and other modern technologies in the Higher Education system.
- Career Advancement Scheme of UGC.
- Appointment to various Constitutional posts, powers, functions, and responsibilities of various Constitutional Bodies, Statutory, regulatory, and various quasi-judicial bodies.
- Conducting Examinations, Evaluation and maintaining transparency.

### b) **Functional aspects of working of Government Bodies and Institutions**

The questions will be designed to test the candidate's knowledge and awareness of:

- General Financial Rules
- Procurement through GEM
- Pension and Grievance handling, etc.
- CCS & CCA Rules
- Salient features of the Acts pertaining to Reservation and Transparency.
- FR & SR
- RTI Act, 2005.
- Digital and Artificial Intelligence measures in the University system.
- POSH Act, POSCO Act, ICC.

### c) **Drafting, Letter writing, Precis writing, Essay writing and Forms of Communication.**

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**SECTION OFFICER****SCHEME OF EXAMINATION FOR PROMOTION****1. General**

- 1.1 The selection of the candidate shall be through a process of departmental Test followed by Skill Test, Interview and DPC.
- 1.2 The departmental test will be by a Descriptive test.
- 1.3 It is necessary to obtain minimum qualifying marks in Descriptive test.
- 1.4 The selection criteria of the post will have following stages: -

Stage	Nature	Marks	Time Duration	Qualifying Marks/ Percentage	Remarks if any
1.	Departmental Test (Descriptive Type)	100	2½ hours.	50 Marks / 50 %	These are only qualifying tests. However, it may be noted that only candidates qualified in both the tests will be called for interview.
2.	Skill Test	50*	1½ hours	25 Marks/ 50 %	
3.	Interview	30	--	15 Marks /50 %	Only qualified candidates in interview will be considered for DPC.

\*For person with benchmark disability will be given extra time as per the Govt. of India rules.

**2. Scheme of the departmental test and syllabus: -****2.1 Section (A):- Higher Education Institution Administration, Finance and Accounts: -**

FR/SRs, LTC, Leave Rules, Conduct Rules, CCS(CCA) Rules, General Office Procedure, GFR, Delegation of Financial Power Rules of Central Government, Basic Principles of Accounting and Finance, Medical Rules, Pay and Pension Rules, Purchase and Budgeting, University Acts, Statutes, Ordinances and Regulations, UGC Rules & Regulations related to Central University, Governance: Executive Council, Academic Council, Finance Committee, Office management–hierarchy, Establishment & Service-Related Matters in University, NEP-2020, RTI Act, ICC(POSH Act), POSCO Act, Reservation Rules in Central Govt. Institutions, Procurement rules, GeM, tendering process, PFMS, TA/DA, LTC, Medical reimbursement rules, Payroll, Pay Fixation, Pension, and service benefits processing, Taxation & Income Tax Rules, CAS Promotion, MACP, Service Book, Digital and Artificial Intelligence measures in the University system.

2.2 **Section (B):-** Noting and Drafting, Agenda & minutes preparation, Circulars, Orders, Notifications, Precis Writing, Letter Writing, Forms of Communications.

**d) Educational Administration and Management:**

The questions will be designed to test the candidate's knowledge and awareness on:

- Higher Education System in India, its Regulatory Bodies and recent developments in the field.
- Financial Administration in Higher Educational Institutions including budget formulation and execution of budget, Basic Income Tax and GST Rules, Basic Accounting Principles.
- Application of Information Communication Technology (ICT) and other modern technologies in the Higher Education system.
- Appointment to various Constitutional posts, powers, functions, and responsibilities of various Constitutional Bodies, Statutory, regulatory, and various quasi-judicial bodies.
- Conducting Examinations, Evaluation and maintaining transparency.
- Salient features of the Acts pertaining to Reservation and Transparency.

### **3. Skill Test**

- Noting and Drafting (30 marks): Preparation of the proposals for approval, office order/finance note etc.
- Computer Proficiency & IT Skills (20 marks): MS office, Excel, MS-Word, PPT, e-Office operation/Office automation related software, Accounting Software, SAMARTH, Using of AI tools.

(a minimum of 50% marks in each component of skill test will be necessary for qualifying this test).

### **4. Interview**

Since the duties of a Section Officer involve regular interaction with the public during admissions and other official matters, the ability to interact courteously, carefully, and with proper etiquette is essential. A Section Officer in the Campuses also functions as the administrative interface with all concerned stakeholders. Therefore, the purpose of the interview is to assess the presence of such capabilities. The questions may accordingly cover these aspects, along with the general awareness mentioned in Points 2 and 3 above.

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## ASSISTANT

### SCHEME OF EXAMINATION

As per the clause 25.5 of Cadre Recruitment Rules for Non-Teaching Posts -2025

#### 1. General

1.1 The selection of the candidate shall be through a process of skill test.

1.2 The selection criteria of the post will have following stages : -

Stage	Nature	Marks	Time Duration	Remarks if any
1	Skill Test – typing skilled	--*	10 minutes	Speed in English typing @ 35 wpm or speed in Hindi typing @30 wpm (35 wpm and 30 wpm correspond to 10500KDPH/9000KDPH on an average of 5 key depressions for each work)
2	Skill Test – proficiency in computer operations	50	120 minutes	Qualifying marks in this test is 25 Marks (50%). This is only a qualifying test.

**\* Being only qualifying test therefore marks of skill test are not indicated.**

**Note:** For person with benchmark disability will be given extra time as per the Govt. of India rules.

#### 2. Skill Test –proficiency in computer operations

2.1 Noting and Drafting (30 marks for 2 questions) [15 marks for each question]: Preparation of the proposals for approval, office order/finance note etc. Noting and Drafting, Agenda & minutes preparation, Circulars, Orders, Notifications, Precis Writing, Letter Writing, Forms of Communications.

2.2 Computer Proficiency & IT Skills (20 marks for 2 questions) [10 marks for each question]: MS office, Excel, MS-Word, PPT, e-Office operation & SAMARTH modules.

2.3 The above proficiency test will be conducted in computer-based mode.

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## LOWER DIVISION CLERK

### SCHEME OF EXAMINATION FOR PROMOTION (10% OF VACANCIES)

#### 1. General

- 1.1 This scheme of examination is for filling the 10% of vacancies as mentioned in RRs for LDC at 10 (ii), CRRs-2025.
- 1.2 The selection of the candidate shall be through a process of Departmental Qualifying Examination followed by skill test.
- 1.3 The departmental qualifying examination will be by an Objective test.
- 1.4 It is necessary to obtain minimum qualifying marks in Objective test.
- 1.5 The selection criteria of the post will have following stages :-

Stage	Nature	Marks	Time Duration	Qualifying Marks/Percentage	Remarks if any
1.	Departmental Test (Objective Type)	100	90 minutes	40 Marks / Percentage	These are only qualifying tests.
2.	Skill Test – typing skilled	--*	10 minutes	Speed in English typing @ 35 wpm or speed in Hindi typing @30 wpm (35 wpm and 30 wpm correspond to 10500KDPH/9000KDPH on an average of 5 key depressions for each work)	Only qualified candidates in both tests will be considered for DPC.

\*For person with benchmark disability will be given extra time as per the Govt. of India rules.

\* The above departmental test is only qualifying in nature. The cases of all the candidates qualified in the test are considered in DPC to ascertain their fitness (refer 23.7 and other relevant paras of CRRs-2025), subject to the vigilance and other clearances as per rules. The candidates cleared in both these levels are considered for promotion depending upon their inter-se-seniority in the feeder grade(s).

#### 2. Scheme of the written examination and syllabus:-

2.1 The written examination will consist of one Objective Test as shown below:

#### OBJECTIVE TEST

Section	Titles of the topic	Questions	Marks	Duration*	Qualifying
A	Language Skill (Hindi & English)	30	30	1 ½ Hours (90 minutes)	40% of 100
B	Quantitative Aptitude	15	15		
C	General Awareness	35	35		
D	General intelligence & Reasoning	20	20		
Total=		100	100		

\*For person with benchmark disability will be given extra time as per the Govt. of India rules.

**2.1.1 Section (A):- Language, Skill (Hindi & English):**

The questions will be in English and Hindi based on the following topics:-

Spot the Error, Fill in the Blanks, Synonyms/Homonyms, Antonyms, Spellings/ Detecting Mis-spelt words, 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, Comprehension Passage.

**2.1.2 Section (B):- Quantitative Aptitude:**

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

Percentages, Ratio and Proportion, Averages, Interest (Simple and Compound), Profit and Loss, Discount, Time and work.

Simple arthematics.

**2.1.3 Section (C):- General Awareness:**

Questions will 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 a common person on educational systems.

The test will also include questions relating to Indian Philosophy & Culture, Sanskrit language and Literature, Shastras, Bhartiya Gyan Prampara (Indian knowledge systems), etc.

Basic knowledge of Education Policy, Universities, UGC, NAAC, IKS Division, Ministry of Education, Ministry of Finance, Parliament, Constitution of India; CSU, its Authorities, Officers and functioning hierarchy.

**2.1.4 Section (D) :-General intelligence & Reasoning**

Series, analogies, coding-decoding, classification, Logical reasoning: conclusions, Puzzles & seating arrangement, Statement–argument, direction sense, Input-output, Ranking, ordering, Use of Tables and Graphs: Histogram, Frequency polygon, Bar diagram, Pie-chart etc.

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**LIBRARY ASSISTANT**  
**SCHEME OF EXAMINATION FOR PROMOTION**

As per the clause 25.5 of Cadre Recruitment Rules for Non-Teaching Posts -2025

**General**

- i. The selection of the candidate shall be through a process of typing/skill test.
- ii. The selection criteria of the post will have following stages: -

Stage	Nature	Marks	Time Duration	Remarks if any
1	Typing Test	--*	10 minutes*	Speed in English typing @ 35 wpm or speed in Hindi typing @30 wpm (35 wpm and 30 wpm correspond to 10500KDPH/9000KDPH on an average of 5 key depressions for each work)
2	Skill Test – Knowledge of computer applications	50	120 minutes*	Qualifying marks in this test is 25 Marks (50%). This is only a qualifying test.

\*For person with benchmark disability will be given extra time as per the Govt. of India rules.

**Skill Test**

- (i) Library and Information Science – Procedure, Cataloguing and Classification, Computer operations and Library IT skills, Reference search skills; Library Management Software operations (like, Koha/Dspace) and related topics.
- (ii) Computer Proficiency & IT Skills: MS office, Excel, MS-Word, PPT, e-Office operation.
- (iii) This skill test will be conducted in computer-based mode.

**The above typing/skill test are only qualifying in nature. The cases of all the candidates qualified in the test are considered in DPC to ascertain their fitness (refer 23.7 and other relevant paras of CRRs-2025), subject to the vigilance and other clearances as per rules. The candidates cleared in this test and DPC are considered for promotion depending upon their inter-se-seniority in the feeder grade(s) and number of vacancies available for promotion.**

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