

MULTI-TASKING STAFF (MTS):

Examination will consist of 2 (two) parts, Part A and Part B. Candidates who shall qualify Part A, shall appear for Part B of the Test.

Part A : The written Examination will consist of Multiple Choice Questions (MCQ) carrying 1 mark each. There will be negative marking of ¼ for each wrong answer. Scheme of examination will be as under:

Subject	Maximum Marks	Minimum qualifying marks	Duration
General English	20	50	2 Hours
General Awareness	30		
General Intelligence and Numerical Aptitude	50		
Total	100		

DETAILS OF SYLLABUS:

General English: Candidates' understanding of the Basics of English Language, its vocabulary, grammar, sentence structure etc.

General Awareness: Questions will be designed to test the ability of the candidate's general awareness of current events, history, geography, constitution of India, Science etc. and of such matters which a candidate is ought to know of everyday life, observations and experience.

General Intelligence and Numerical Aptitude: Questions will include similarities and differences, problem solving, analysis, judgment, decision making, relationship concepts, arithmetical number series, non-verbal series, symbols and their relationship, arithmetical computation and other analytical functions, Number Systems, Computation of Whole Numbers, Decimals and Fractions, Fundamental Arithmetical Operations, Percentages, Ratio and Proportion, Averages, Interest, Profit and Loss.

Questions will be simple and of the level of matriculate.

Part B:

Skill Test- 100 marks

*** 50% weightage from Part A + 50% weightage from Part B will draw the Merit.**

SECURITY GUARD:

Examination will consist of 2 (two) parts, Part A and Part B. Candidates who shall qualify Part A, shall appear for Part B of the Test.

Part A : The written Examination will consist of Multiple Choice Questions (MCQ) carrying 1 mark each. There will be negative marking of ¼ for each wrong answer. Scheme of examination will be as under:

Subject	Maximum Marks	Minimum qualifying marks	Duration
General English	20	50	2 Hours
General Awareness	30		
General Intelligence and Numerical Aptitude	50		
Total	100		

DETAILS OF SYLLABUS:

General English: Candidates' understanding of the Basics of English Language, its vocabulary, grammar, sentence structure etc.

General Awareness: Questions will be designed to test the ability of the candidate's general awareness of current events, history, geography, constitution of India, Science etc. and of such matters which a candidate is ought to know of everyday life, observations and experience.

General Intelligence and Numerical Aptitude: Questions will include similarities and differences, problem solving, analysis, judgment, decision making, relationship concepts, arithmetical number series, non-verbal series, symbols and their relationship, arithmetical computation and other analytical functions, Number Systems, Computation of Whole Numbers, Decimals and Fractions, Fundamental Arithmetical Operations, Percentages, Ratio and Proportion, Averages, Interest, Profit and Loss.

Questions will be simple and of the level of matriculate.

Part B:

Skill Test/ Physical Test (will include one kilometre race, General Physical parameters, 100 metre sprint, Sit-up and Push-ups etc.) - 100 marks

*** 50% weightage from Part A + 50% weightage from Part B will draw the Merit.**

DRIVER:

Examination will consist of 2 (two) parts, Part A and Part B. Candidates who shall qualify Part A, shall appear for Part B of the Test.

Part A : The written Examination will consist of Multiple Choice Questions (MCQ) carrying 1 mark each. There will be negative marking of ¼ for each wrong answer. Scheme of examination will be as under:

Subject	Maximum Marks	Minimum qualifying marks	Duration
General English	20	50	2 Hours
General Awareness	30		
General Intelligence and Numerical Aptitude	50		
Total	100		

DETAILS OF SYLLABUS:

General English: Candidates' understanding of the Basics of English Language, its vocabulary, grammar, sentence structure etc.

General Awareness: Questions will be designed to test the ability of the candidate's general awareness of current events, history, geography, constitution of India, Science etc. and of such matters which a candidate is ought to know of everyday life, observations and experience.

General Intelligence and Numerical Aptitude: Questions will include similarities and differences, problem solving, analysis, judgment, decision making, relationship concepts, arithmetical number series, non-verbal series, symbols and their relationship, arithmetical computation and other analytical functions, Number Systems, Computation of Whole Numbers, Decimals and Fractions, Fundamental Arithmetical Operations, Percentages, Ratio and Proportion, Averages, Interest, Profit and Loss.

Questions will be simple and of the level of matriculate.

Part B:

Skill Test/ Driving Test (will include driving of Light & Heavy vehicle, knowledge of Traffic Rules) - 100 marks

*** 50% weightage from Part A + 50% weightage from Part B will draw the Merit.**

LOWER DIVISION CLERK (LDC):

Examination will consist of 2 (two) parts, Part A and Part B. Candidates who shall qualify Part A, shall appear for Part B of the Test.

Part A : The written Examination will consist of Multiple Choice Questions (MCQ) carrying 1 mark each. There will be negative marking of $\frac{1}{4}$ for each wrong answer. Scheme of examination will be as under:

Subject	Maximum Marks	Minimum qualifying marks	Duration
General English	30	50	2 Hours
General Awareness	20		
General Intelligence and Numerical Aptitude	50		
Total	100		

DETAILS OF SYLLABUS:

General English: Candidates' understanding of the Basics of English Language, its vocabulary, grammar, sentence structure etc.

General Awareness: Questions will be designed to test the ability of the candidate's general awareness of current events, history, geography, constitution of India, Science etc. and of such matters which a candidate is ought to know of everyday life, observations and experience.

General Intelligence and Numerical Aptitude: Questions will include similarities and differences, problem solving, analysis, judgment, decision making, relationship concepts, arithmetical number series, non-verbal series, symbols and their relationship, arithmetical computation and other analytical functions, Number Systems, Computation of Whole Numbers, Decimals and Fractions, Fundamental Arithmetical Operations, Percentages, Ratio and Proportion, Averages, Interest, Profit and Loss.

Questions will be simple and of the level of a XII standard.

Part B:

Typing and Skill Test : Typing Test- Proficiency in Hindi/English typewriting with minimum speed of 30/35 words per minute on computer; Skill Test- Computer Basics of Microsoft Office like MS Word, MS Excel and Power Point etc. (100 marks).

*** 60% weightage from Part A + 40% weightage from Part B will draw the Merit.**

UPPER DIVISION CLERK (UDC):

Examination will consist of 2 (two) parts, Part A and Part B. Candidates who shall qualify Part A, shall appear for Part B of the Test.

Part A : The written Examination will consist of Multiple Choice Questions (MCQ) carrying 1 mark each. There will be negative marking of ¼ for each wrong answer. Scheme of examination will be as under:

Subject	Maximum Marks	Minimum qualifying marks	Duration
General English	30	50	2 Hours
General Awareness	20		
General Intelligence and Numerical Aptitude	30		
Knowledge of Rules of Govt. of India	20		
Total	100		

DETAILS OF SYLLABUS:

General English: Candidates' understanding of the Basics of English Language, its vocabulary, grammar, sentence structure etc.

General Awareness: Questions will be designed to test the ability of the candidate's general awareness of current events, history, geography, constitution of India, Science etc. and of such matters which a candidate is ought to know of everyday life, observations and experience.

General Intelligence and Numerical Aptitude: Questions will include similarities and differences, problem solving, analysis, judgment, decision making, relationship concepts, arithmetical number series, non-verbal series, symbols and their relationship, arithmetical computation and other analytical functions, Number Systems, Computation of Whole Numbers, Decimals and Fractions, Fundamental Arithmetical Operations, Percentages, Ratio and Proportion, Averages, Interest, Profit and Loss.

Questions will be simple and of the level of a Graduate.

Knowledge of Rules of Government of India: Questions in this component will be aimed at testing the candidate's knowledge and awareness of Government of India Rules -CCS Leave Rules, LTC Rules, Joining Time and Joining Pay, TA, Procurement, Deputation, Reservation & Rosters, Promotion & Right to information Act etc.

Part B:

Skill Test: Computer Basics of Microsoft Office like MS Word, MS Excel , Power Point, Keyboard shortcuts etc. (100 marks).

* **60%** weightage from **Part A** + **40%** weightage from **Part B will draw the Merit.**

LIBRARY ASSISTANT:

Examination will consist of 2 (two) parts, Part A and Part B. Candidates who shall qualify Part A, shall appear for Part B of the Test.

Part A : The written Examination will consist of Multiple Choice Questions (MCQ) carrying 1 mark each. There will be negative marking of $\frac{1}{4}$ for each wrong answer. Scheme of examination will be as under:

Subject	Maximum Marks	Minimum qualifying marks	Duration
General English	20	50	2 Hours
General Awareness	20		
General Intelligence and Numerical Aptitude	20		
Library and Information Science	40		
Total	100		

DETAILS OF SYLLABUS:

General English: Candidates' understanding of the Basics of English Language, its vocabulary, grammar, sentence structure etc.

General Awareness: Questions will be designed to test the ability of the candidate's general awareness of current events, history, geography, constitution of India, Science etc. and of such matters which a candidate is ought to know of everyday life, observations and experience.

General Intelligence and Numerical Aptitude: Questions will include similarities and differences, problem solving, analysis, judgment, decision making, relationship concepts, arithmetical number series, non-verbal series, symbols and their relationship, arithmetical computation and other analytical functions, Number Systems, Computation of Whole Numbers, Decimals and Fractions, Fundamental Arithmetical Operations, Percentages, Ratio and Proportion, Averages, Interest, Profit and Loss.

Library and Information Science: Digital library and its difference from electronic/virtual library/e-library, if any. Institutional repository: definition purpose and functions. Services of Inflibnet, RRRLF, DELNET, National Library of India, National Library of Medicine (US), Library of Congress, British Library, UGC-Infonet, NISCAIR, Indest consortium, CeRA and other Indian consortia. E-resources: Web of Science, Scopus, Jgate, e-books and e-journals, Pricing policies of e-resources, Open access journals, Knowledge society/Information society, National Knowledge Commission. Philosophy and laws of Library science and their implications. Difference between indexing and abstracting services, free text searching advantages and disadvantages, Precision and recall, Main features of DDC and CC, RDA. Basics of computer and its application in University

Libraries, Source of information—primary, secondary and tertiary, Electronic resources. Library classification scheme and cataloguing code.

Searching OPAC and other databases; Handling of various library softwares, open source softwares and computerised library services; Typing speed and accuracy of working on MS-Word/Power point/Excel; Shelving and Shelf rectification; Assigning Subject Headings and Keywords. Classification of simple and compound subjects.

Computer Fundamentals: Generations, H/W, S/W, Number Systems and their base conversions, sign-magnitude, 1's complement, 2's complement and floating point representation of numbers. ASCII, EBCDIC and Unicode, BCD Codes.

Digital Logic: Boolean algebra, simplification of Boolean functions, logic gates, combinational and sequential circuits, memory system, I/O devices.

Concepts of databases, DBMS, normalization, MSSQL, Operating System: Concepts, different types, functions, Windows OS, MSOffice, Word, Excel, PowerPoint.

Computer Network: Basic concepts topology types, Data Communications, N/W Security.

Part B: Skill Test- 100 marks

* **60%** weightage from **Part A** + **40%** weightage from **Part B will draw the Merit.**

CARPENTER:

Examination will consist of 2 (two) parts, Part A and Part B. Candidates who shall qualify Part A, shall appear for Part B of the Test.

Part A : The written Examination will consist of Multiple Choice Questions (MCQ) carrying 1 mark each. There will be negative marking of $\frac{1}{4}$ for each wrong answer. Scheme of examination will be as under:

Subject	Maximum Marks	Minimum qualifying marks	Duration
General English	20	50	2 Hours
General Awareness	20		
General Intelligence and Numerical Aptitude	20		
Concerned subject	40		
Total	100		

DETAILS OF SYLLABUS:

General English: Candidates' understanding of the Basics of English Language, its vocabulary, grammar, sentence structure etc.

General Awareness: Questions will be designed to test the ability of the candidate's general awareness of current events, history, geography, constitution of India, Science etc. and of such matters which a candidate is ought to know of everyday life, observations and experience.

General Intelligence and Numerical Aptitude: Questions will include similarities and differences, problem solving, analysis, judgment, decision making, relationship concepts, arithmetical number series, non-verbal series, symbols and their relationship, arithmetical computation and other analytical functions, Number Systems, Computation of Whole Numbers, Decimals and Fractions, Fundamental Arithmetical Operations, Percentages, Ratio and Proportion, Averages, Interest, Profit and Loss.

Concerned Subject: Questions will be from Introduction of carpentry and safety precaution, Timber, Hand Tools, Joints, Simple Furniture Making, Wood carving, Wood Finishing, Advanced wood working machines, Pattern making, Building Construction

Part B:

Skill Test : 100 marks

*** 60% weightage from Part A + 40% weightage from Part B will draw the Merit.**

LABORATORY ASSISTANT (LA):

Examination will consist of 2 (two) parts, Part A and Part B. Candidates who shall qualify Part A, shall appear for Part B of the Test.

Part A : The written Examination will consist of Multiple Choice Questions (MCQ) carrying 1 mark each. There will be negative marking of $\frac{1}{4}$ for each wrong answer. Scheme of examination will be as under:

Subject	Maximum Marks	Minimum qualifying marks	Duration
General English	20	50	2 Hours
General Awareness	20		
General Intelligence and Numerical Aptitude	20		
General Science of 10+2 standard	40		
Total	100		

DETAILS OF SYLLABUS:

General English: Candidates' understanding of the Basics of English Language, its vocabulary, grammar, sentence structure etc.

General Awareness: Questions will be designed to test the ability of the candidate's general awareness of current events, history, geography, constitution of India, Science etc. and of such matters which a candidate is ought to know of everyday life, observations and experience.

General Intelligence and Numerical Aptitude: Questions will include similarities and differences, problem solving, analysis, judgment, decision making, relationship concepts, arithmetical number series, non-verbal series, symbols and their relationship, arithmetical computation and other analytical functions, Number Systems, Computation of Whole Numbers, Decimals and Fractions, Fundamental Arithmetical Operations, Percentages, Ratio and Proportion, Averages, Interest, Profit and Loss.

Concerned Subject: General Science of 10+2 standard.

Part B:

Skill Test : 100 marks

*** 60% weightage from Part A + 40% weightage from Part B will draw the Merit.**

MEDICAL ATTENDANT:

Examination will consist of 2 (two) parts, Part A and Part B. Candidates who shall qualify Part A, shall appear for Part B of the Test.

Part A : The written Examination will consist of Multiple Choice Questions (MCQ) carrying 1 mark each. There will be negative marking of $\frac{1}{4}$ for each wrong answer. Scheme of examination will be as under:

Subject	Maximum Marks	Minimum qualifying marks	Duration
General English	20	50	2 Hours
General Awareness	20		
General Intelligence and Numerical Aptitude	20		
Concerned subject	40		
Total	100		

DETAILS OF SYLLABUS:

General English: Candidates' understanding of the Basics of English Language, its vocabulary, grammar, sentence structure etc.

General Awareness: Questions will be designed to test the ability of the candidate's general awareness of current events, history, geography, constitution of India, Science etc. and of such matters which a candidate is ought to know of everyday life, observations and experience.

General Intelligence and Numerical Aptitude: Questions will include similarities and differences, problem solving, analysis, judgment, decision making, relationship concepts, arithmetical number series, non-verbal series, symbols and their relationship, arithmetical computation and other analytical functions, Number Systems, Computation of Whole Numbers, Decimals and Fractions, Fundamental Arithmetical Operations, Percentages, Ratio and Proportion, Averages, Interest, Profit and Loss.

Concerned Subject: Physical needs, Hygienic needs, Elimination needs, First Aid, Procedures and Techniques in First Aid etc.

Part B:

Skill Test : 100 marks

* **60%** weightage from **Part A** + **40%** weightage from **Part B** will draw the Merit

ELECTRICIAN:

Examination will consist of 2 (two) parts, Part A and Part B. Candidates who shall qualify Part A, shall appear for Part B of the Test.

Part A : The written Examination will consist of Multiple Choice Questions (MCQ) carrying 1 mark each. There will be negative marking of $\frac{1}{4}$ for each wrong answer. Scheme of examination will be as under:

Subject	Maximum Marks	Minimum qualifying marks	Duration
General English	20	50	2 Hours
General Awareness	20		
General Intelligence and Numerical Aptitude	20		
Concerned subject	40		
Total	100		

DETAILS OF SYLLABUS:

General English: Candidates' understanding of the Basics of English Language, its vocabulary, grammar, sentence structure etc.

General Awareness: Questions will be designed to test the ability of the candidate's general awareness of current events, history, geography, constitution of India, Science etc. and of such matters which a candidate is ought to know of everyday life, observations and experience.

General Intelligence and Numerical Aptitude: Questions will include similarities and differences, problem solving, analysis, judgment, decision making, relationship concepts, arithmetical number series, non-verbal series, symbols and their relationship, arithmetical computation and other analytical functions, Number Systems, Computation of Whole Numbers, Decimals and Fractions, Fundamental Arithmetical Operations, Percentages, Ratio and Proportion, Averages, Interest, Profit and Loss.

Concerned Subject: Questions will be from occupational Safety & Health, Identification of Trade- Hand tools, Specifications, Fundamental of electricity, Electron theory, Solders, flux and soldering technique, Resistors types of resistors & properties of resistors, properties of conductors, insulators and semi-conductors, Voltage grading of different types of Insulators, Temp. Rise permissible, Types of wires & cables standard wire gauge, Specification of wires & Cables-insulation & voltage grades -Low , medium & high voltage, Precautions in using various types of cables / Ferrules, Ohm's Law, Resistors, Kirchoff's Laws, Chemical effect of electric current, Care and maintenance of cells, Grouping of cells of specified voltage & current, Sealed Maintenance free Batteries, Solar battery, Inverter, Battery Charger, UPS-Principle of Working, Magnetism, Resistance, Working principles and circuits of common domestic equipments & appliances, D.C. Machines, Principle of D.C. generator, DC Motors, Electric wirings, Wiring system, earthing, Alternating Current, Transformer, Electrical Measuring Instruments, Synchronous motor, Induction motor, Single phase induction motor, Universal motor, Converter, Relays, Industrial wiring, Basic electronics, Digital Electronics.

Part B:

Skill Test : 100 marks

* **60%** weightage from **Part A** + **40%** weightage from **Part B** will draw the Merit

PLUMBER:

Examination will consist of 2 (two) parts, Part A and Part B. Candidates who shall qualify Part A, shall appear for Part B of the Test.

Part A : The written Examination will consist of Multiple Choice Questions (MCQ) carrying 1 mark each. There will be negative marking of $\frac{1}{4}$ for each wrong answer. Scheme of examination will be as under:

Subject	Maximum Marks	Minimum qualifying marks	Duration
General English	20	50	2 Hours
General Awareness	20		
General Intelligence and Numerical Aptitude	20		
Concerned subject	40		
Total	100		

DETAILS OF SYLLABUS:

General English: Candidates' understanding of the Basics of English Language, its vocabulary, grammar, sentence structure etc.

General Awareness: Questions will be designed to test the ability of the candidate's general awareness of current events, history, geography, constitution of India, Science etc. and of such matters which a candidate is ought to know of everyday life, observations and experience.

General Intelligence and Numerical Aptitude: Questions will include similarities and differences, problem solving, analysis, judgment, decision making, relationship concepts, arithmetical number series, non-verbal series, symbols and their relationship, arithmetical computation and other analytical functions, Number Systems, Computation of Whole Numbers, Decimals and Fractions, Fundamental Arithmetical Operations, Percentages, Ratio and Proportion, Averages, Interest, Profit and Loss.

Concerned Subject: Questions will be from Safety measures, cutting of Pipes of Different Diameter in different angle and Joining of pipes by gas welding, Soldering and Brazing, Brick wall cutting for concealing pipe line, complete pipe line circuit with different types of Joints and fixing Cocks & valve on Pipe line, Water analysis test, Water Pressure test and Water distribution system by using Pipe line, Installation and maintenance of different Electric pumps, construction of inspection chamber, manhole, gutter, septic tank, removal of leakage pipe line, Socket, fitting and maintenance of Fixture at different place; fitting, fixing & laying installation of hot & cold water pipe line.

Part B:

Skill Test : 100 marks

* **60%** weightage from **Part A** + **40%** weightage from **Part B** will draw the Merit.

LIFESTOCK/FARM ASSISTANT:

Examination will consist of 2 (two) parts, Part A and Part B. Candidates who shall qualify Part A, shall appear for Part B of the Test.

Part A : The written Examination will consist of Multiple Choice Questions (MCQ) carrying 1 mark each. There will be negative marking of ¼ for each wrong answer. Scheme of examination will be as under:

Subject	Maximum Marks	Minimum qualifying marks	Duration
General English	20	50	2 Hours
General Awareness	20		
General Intelligence and Numerical Aptitude	20		
Agriculture & Allied sciences relevant to Agriculture	40		
Total	100		

*Candidates have to attempt all the subjects and must get minimum 50% marks to qualify.

DETAILS OF SYLLABUS:

General English: Candidates' understanding of the Basics of English Language, its vocabulary, grammar, sentence structure etc.

General Awareness: Questions will be designed to test the ability of the candidate's general awareness of current events, history, geography, constitution of India, Science etc. and of such matters which a candidate is ought to know of everyday life, observations and experience.

General Intelligence and Numerical Aptitude: Questions will include similarities and differences, problem solving, analysis, judgment, decision making, relationship concepts, arithmetical number series, non-verbal series, symbols and their relationship, arithmetical computation and other analytical functions, Number Systems, Computation of Whole Numbers, Decimals and Fractions, Fundamental Arithmetical Operations, Percentages, Ratio and Proportion, Averages, Interest, Profit and Loss.

Agriculture and Allied Sciences relevant to Agriculture:- Questions will be from General Principles of Agriculture/Food Technology/ Fisheries Science/Community Science/Veterinary Science/ Horticulture/Forestry/Agricultural Engineering of graduation standard.

Part B: Skill Test- 100 marks

* 50% weightage from Part A + 50% weightage from Part B will draw the Merit.

FIELD CUM LABORATORY ASSISTANT (FCLA):

Examination will consist of 2 (two) parts, Part A and Part B. Candidates who shall qualify Part A, shall appear for Part B of the Test.

Part A : The written Examination will consist of Multiple Choice Questions (MCQ) carrying 1 mark each. There will be negative marking of $\frac{1}{4}$ for each wrong answer. Scheme of examination will be as under:

Subject	Maximum Marks	Minimum qualifying marks	Duration
General English	20	50	2 Hours
General Awareness	20		
General Intelligence and Numerical Aptitude	20		
Science, Agriculture and Allied Sciences relevant to Agriculture	40		
Total	100		

*Candidates have to attempt all the subjects and must get minimum 50% marks to qualify.

DETAILS OF SYLLABUS:

General English: Candidates' understanding of the Basics of English Language, its vocabulary, grammar, sentence structure etc.

General Awareness: Questions will be designed to test the ability of the candidate's general awareness of current events, history, geography, constitution of India, Science etc. and of such matters which a candidate is ought to know of everyday life, observations and experience.

General Intelligence and Numerical Aptitude: Questions will include similarities and differences, problem solving, analysis, judgment, decision making, relationship concepts, arithmetical number series, non-verbal series, symbols and their relationship, arithmetical computation and other analytical functions, Number Systems, Computation of Whole Numbers, Decimals and Fractions, Fundamental Arithmetical Operations, Percentages, Ratio and Proportion, Averages, Interest, Profit and Loss.

Science, Agriculture and Allied Sciences relevant to Agriculture: Questions will be from General Principles of Science/ Agriculture/Food Technology/Fisheries Science/Community Science/Veterinary Science/Horticulture/Forestry/Agricultural Engineering of graduation standard.

Part B: Skill Test- 100 marks

* **50%** weightage from **Part A** + **50%** weightage from **Part B** will draw the Merit.