



ASSAM UNIVERSITY
(A Central University)
Silchar 788011
Assam, India

असम विश्वविद्यालय
(एक केन्द्रीय विश्वविद्यालय)
सिलचर 788011
असम, भारत

Notice

In pursuant to the approval of the Executive Council vide resolution No EC: 170:10-24:05, it is hereby notified for information of all concerned that the Syllabi and Scheme of written examination for recruitment of the Non-teaching (Group B&C) Section Officer, Assistant, and Upper Division Clerk advertised vide employment notification No. 2/2023 & 2/2024 are as detailed in the annexure A, B and C. The syllabi of other category written examinations will be uploaded on the university website in a phased manner in due course of time. All concerned are requested to visit the university website frequently for all updates in this regard.

No 102/1/2023-RECT

Copy to:

1. The Chairperson for information
2. The Director, Computer Centre for necessary action for uploading this notice to the university website both in the Notice and Recruitment tab.
3. File.


Registrar

November 2024

03 DEC 2024


Registrar

Section Officer
Scheme of Paper I (Objective type) Examination

Section	Subject	Number of Question	Marks	Time	Minimum Qualifying marks of this paper out of total 100 Marks
A	General Intelligence & Reasoning	25	25	120 minutes and	1. 50% for UR 2. 45% for OBC (NC) & EWS and 40% for others
B	General Awareness	25	25		
C	Quantitative Aptitude	25	25		
D	English Comprehension	25	25		

Indicative Syllabus of Paper-I: General Knowledge: Indian History, Indian Geography, Indian Economy, Indian Polity & Constitution. Current Affairs - India & World. Reasoning Ability: Analogies – Semantic Analogy, Symbolic/ Number Analogy, Figural Analogy, Similarities & Differences, Word building, Relationship concepts, Arithmetic Number series – Semantic Series, Number Series, Coding & decoding – Small & Capital letters/ numbers coding, decoding & classification. Numerical Ability: Number System, Time & Work, Averages, Percentages, Profit & Loss, Ratio & Proportion, Simple & Compound Interest, Time & Distance. General English: Comprehension, One-word substitution, Synonyms & Antonyms, Spelling error, spotting errors in sentences, Grammar, Noun, Pronoun, Adjective, Verb, Preposition, Conjunction, Use of 'Articles, Idioms & Phrases. General Guidelines: (i) Language of the paper will be English. (ii) Level of test will be of Graduate Level.

Paper-II (Descriptive Type Test):

Section	Paper	No. of Multiple Choice Questions	Total Marks	Time Duration	Time Duration for VH and Cerebral Palsy Candidates and as applicable to Various PWD categories	Minimum Qualifying marks of this paper out of total 100 marks
A	General English – Précis, letter writing, noting, drafting and applied English grammar.		40	120 minutes	As per Government of India's Rules	Paper-II will be evaluated only if an applicant qualify in paper-I.
B	Office Procedure, Service Rules, FR & SR and University Act, Statute & Ordinances.		30			
C	General Financial Rules(GFR) , Financial Administration and Purchase Procedure		30			
Total			100			

Indicative Syllabus of Paper-II (Descriptive Type Test):

i. **Section A– General English (40Marks)**

This section of the paper will be designed to test the candidate's knowledge of English Grammar and composition, and generally their ability to understand and ability to write correct English. Evaluation will also take into account the arrangement, general expression and workman like use of the language. This section may include questions on essay writing, précis, letter writing, noting, drafting and applied grammar.

ii. **Section B– Office Procedure, Service Rules & University Administration (30 Marks)**

Office Procedure: Composition and working of a file, preparation and submission of cases, security of official information and documents, recording of files, editing and printing of important files classified under Class A, collection and printing of departmental decision, record retention schedule and weeding out of records, review of performance, punctuality, regulation of attendance and observance of proper office decorum, drafting of communication, circulation and keeping of the confidential records.

Service Rules: Advances, children education allowance, compensatory allowances, conduct

rules, departmental promotion committee, deputation and foreign service, discipline rules, house allotment rules of the University, income tax, joining time, leave rules, leave travel concession (LTC), CGHS, medical attendance rules (CSMA Rules), pay, provident funds, quitting service – other than superannuation, reservations and concession in appointments, resignation and removal and dismissal, retirement on superannuation, seniority and promotion, travelling allowance, New Pension Scheme, Gender Sensitization Committee against Sexual Harassment (GSCASH) / The Sexual Harassment Of Women At Workplace (Prevention, Prohibition And Redressal) Act, 2013, RTI and Anti-Ragging provisions etc.

University Administration: This section will contain questions on University Administration, such as powers and functions of the University authorities, framing of curricula and evaluation procedures, Executive Council, Academic Council, Finance Committee, Procedure for making of Statutes, Ordinances and Regulations, and other matters connected with the working of the University. For this purpose candidates may go through the Act, Statutes and Ordinances of the University.

iii. **Section C – GFR, Financial Regulations and Financial Administration including book-keeping (30 Marks)**

Financial regulations, Financial Administration, GFR (General Financial Rules), Purchase procedures, Accountancy, Bank reconciliation and Taxation provisions etc.

** Note: Paper I (objective) is mandatory for all candidates and will be evaluated first. ## Paper II will be assessed only for candidates who have qualified in Paper I.

Personality Test/ Interview

The candidates who have qualified in paper II will be called for interview/viva voce. The interview / personality test shall be conducted in such a manner that the candidate's suitability for the post is probed among other things, through academic qualifications, relevant experience, communication and problem solving skills and overall personality etc.

Assistant
The Scheme of Written Examination
(Objective)

Section	Paper	Marks	Time Duration	Time Duration for VH and Cerebral Palsy Candidates and as applicable to Various PWD categories	Minimum Qualifying marks of this paper out of total 100 marks
A	1. General Intelligence & Reasoning 2. General Awareness & Current Affairs 3. Quantitative Aptitude & Numerical Ability 4. English Comprehension	50	120 minutes	As per Government of India's Rules	1. 50% for UR. 2. 45% for OBC (NC) & EWS and 3. 40% for others
B	1. Government of India Rules and Regulations 2. Fundamental Rules and Supplementary Rules 3. General Financial Rules 4. Establishment and Service Rules, etc. 5. UGC Regulations	50			
C	*Skill tests on Computer Proficiency (Only those who qualifies in Section A + B)	50	120 minutes		
D	*Communication Skill: Comprehensive Noting and Drafting. (Only those who qualifies in Section A + B)	50			
Total Marks		200			

PAPER – A – General Knowledge/Awareness, Current Affairs, and Language Proficiency in English and Quantitative Aptitude.

PAPER – B – Office Procedures, FRSR, GFR, Knowledge of Accounts, Examinations, Establishment, NEP 2020 and UGC Regulations.

PAPER C – Knowledge of Computer applications and

PAPER D – Communication Skills: English noting, drafting and report writing.

- Total Questions: Section A & B = 50 (Preferably Multiple Choice Questions).
- Each question will carry 01 mark in Section A & B. Each Question will carry 10 marks in Section C+D
- Language of the paper will be English and
- Level of test will be of Graduate Level

Upper Division Clerk

Section	Subject	Number of Questions	Maximum Marks	Time allowed	Minimum Qualifying marks of this paper out of total 100 marks
A	A. General Intelligence and Reasoning	25	25	120 minutes (135 minutes for the candidates eligible for scribe as per GoI)	1.50% for UR 2.45% for OBC (NC) & EWS and 3.40% for others
	B. General Awareness	25	25		
	C. Quantitative Aptitude	25	25		
	D. English Comprehension	25	25		

Indicative Syllabus of Section A: General Knowledge: Indian History, Indian Geography, Indian Economy, Indian Polity & Constitution. Current Affairs - India & World. Reasoning Ability: Analogies – Semantic Analogy, Symbolic/ Number Analogy, Figural Analogy, Similarities & Differences, Word building, Relationship concepts, Arithmetic Number series – Semantic Series, Number Series, Coding & decoding – Small & Capital letters/ numbers coding, decoding & classification. Numerical Ability: Number System, Time & Work, Averages, Percentages, Profit & Loss, Ratio & Proportion, Simple & Compound Interest, Time & Distance. General English: Comprehension, One-word substitution, Synonyms & Antonyms, Spelling error, spotting errors in sentences, Grammar, Noun, Pronoun, Adjective, Verb, Preposition, Conjunction, Use of 'Articles, Idioms & Phrases. General Guidelines: (i) Language of the paper will be English. (ii) Level of test will be of Graduate Level.

Section	Skill Test (Only those who qualifies in Section A)	Time Duration	Time Duration for VH and Cerebral Palsy Candidates and as applicable to Various PWD categories	Marks of this paper out of total 100 marks
B	Computer Proficiency & Computer applications	60 minutes	As per Government of India's Rules	100

Note:

1. The questions shall generally be on the minimum qualification level of the post concerned.
2. There shall be no negative marking for wrong answers.
3. The minimum qualifying marks shall be 50% for the unreserved posts and 45% for the posts reserved for OBC category and 40% for the posts reserved for SC/ST/PH category, section A of the test components.
4. Answer script of section B of a candidate would be evaluated only if he/she qualifies in paper-I of test components.
