



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

**असम विश्वविद्यालय**  
(एक केंद्रीय विश्वविद्यालय)  
सिलचर 788011  
असम, भारत

## Notice

In pursuant to the approval of the Executive Council vide resolution No EC: 170:10-24:05, and in continuation of notification vide even number dated December 3, 2024, it is hereby notified for information of all concerned that the Syllabi for written examination for recruitment of the different Non-teaching positions:- (1) Hindi Translator, (2) Semi Professional Assistant, (3) Library Assistant, (4) Lower Division Clerk, (5) Library Attendant, (6) Laboratory Attendant (7) Multitasking Staff (MTS), (8) Blacksmith are detailed in the page number 1-8. The written examinations for these different posts will be conducted shortly. 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

December, 2024

24 DEC 2024

Registrar

অসমবিশ্ববিদ্যালয়: সিলচর  
আসামবিশ্ববিদ্যালয়: শিলচর  
**ASSAM UNIVERSITY: SILCHAR**



**Syllabus & Scheme of the Written Examination of Recruitment of  
Group ‘B’ and ‘C’ Non-Teaching Posts**

**Hindi Translator**

| Date of Exam | Part   | Subject                                  | Number of Questions/<br>Marks | Minimum Qualifying marks of this paper out of total 100 marks       | Total Duration / Timing for General candidates   |
|--------------|--|--|-------------------------------|---|--|
|              | Paper- I<br>(Objective Type)                     | (i)General Hindi<br>(ii) General English | 100/100 mark<br>100/100 mark  | 1. 50% for UR<br>2. 45% for OBC (NC) & EWS and<br>3. 40% for others | 2 Hours (2 hours and 40 minutes for VH/OH(afflicted by Cerebral Palsy and Locomotor disability wherein the dominant writing extremity is affected to the extent of slowing down the performance of the candidate candidates) |
|              | Paper- II<br>(Conventional/<br>Descriptive Type) | Translation & Essay                      | 200mark                       | 1. 50% for UR<br>2. 45% for OBC (NC) & EWS and<br>3. 40% for others | 2 Hours (2 hours and 40 minutes for VH/OH(afflicted by Cerebral Palsy and Locomotor disability wherein the dominant writing extremity is affected to the extent of slowing down the performance of the candidate candidates) |

Note: Based on the marks scored in the Paper-I; i.e. objective type candidates will be shortlisted to appear in Paper-II. Based on the performance in Paper-I & Paper-II, candidates will be considered for final selection.

**Lower Division Clerk**  
**The Scheme of Examination is given below:**

| Section      | Paper-I (objective)  | 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. Numerical Ability/Aptitude<br>2. General Science<br>3. General English<br>4. General Knowledge and Current Events | 120<br>Minutes | As per Government of India's Rules   | 1. 50% for UR<br>2. 45% for OBC (NC) & EWS<br>and<br>3. 40% for others |
| <b>Total</b> |  | <b>100</b>     |  |  |

| Section | Skill Test<br>(Only those who qualifies in Paper-I) | 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 |
|---------|---|---------------|--|---|
| B       | Skill tests on typing, computer proficiency         | 30            | As per Government of India's Rules   | 60  |

**Indicative Syllabus of Paper –I (Objective Type Test): 100 Marks**

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.

SKILL TEST: Computer Skill Test: Qualifying Speed 30 wpm in English. (30 w.p.m. corresponds to 9000 KDPH on an average of 5 key depressions for each word)

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## Multi-Tasking Staff

### Paper –I(Objective)

| Section     | Subject                            | Number of Questions | Maximum Marks | Time allowed   | Minimum Qualifying marks of this paper out of total 100 marks     |
|-------------|------------------------------------|---------------------|---------------|--|---|
| A           | General Intelligence and Reasoning | 25                  | 25            | 120 minutes<br>(160 minutes for the candidates eligible for scribe as per GoI) | 1. 50% for UR<br>2.45% for OBC (NC) & EWS and<br>3.40% for others |
| B           | Numerical Aptitude                 | 25                  | 25            |  |   |
| C           | General English                    | 50                  | 50            |  |   |
| D           | General Awareness                  | 50                  | 50            |  |   |
| Total Marks |                                    |                     | 150           |  |   |

**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 Level of Educational Eligibility.

### Paper-II (Descriptive)

| Sl No.   | Subject                              | 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 |
|----------|--------------------------------------|-------------------|--|---|
| <b>1</b> | Short Essay and or Letter in English | <b>30 minutes</b> | As per Government of India’s Rules   | <b>50</b>   |

**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 Paper-II of a candidate would be evaluated only if he/she qualifies in paper-I of test components.

**Semi Professional Assistant****The Scheme of Examination for Paper – I (Objective Type Test) is given below:**

| Section      | Subjects                                    | 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            | English Language Proficiency                | 30          | 120 minutes   | As per Government of India's Rules   | 1. 50% for UR<br>2. 45% for OBC(NC)& EWS and<br>3. 40% for others |
| B            | Library Cataloguing & ICT                   | 35          |               |  |   |
| C            | Library Management and innovative practices | 35          |               |  |   |
| <b>Total</b> |   | <b>100</b>  |               |  |   |

**Indicative Syllabus of Paper – I (Objective Type Test)**

The questions will be designed to test the candidate's knowledge and awareness in English language, and on Library and Information Science. To assess the ability of candidate in the field of ICT, Library Software Packages, and Data Analysis Packages.

**Paper- II** (Only for those who qualifies in Paper-I) Skill test on usage of Library Software and Computer applications= 100 marks and Time- 60 Minutes, and minimum qualifying marks out of 100 marks is 60. The questions will be designed to test the candidate's knowledge and awareness on Library and Information Science, and recent development in the field. To assess the ability of candidate in the field of ICT, Library Software Packages, and Data Analysis Packages.

**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, in each section .i.e. Paper-I of the test components.
4. Answer script of paper-II of a candidate would be evaluated only if he/she qualifies in paper-I of test components.

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# Library Assistant

## The Scheme of Examination for Paper-I (Objective)

| Section      | Subjects  | 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            | Reasoning Ability, Simple Arithmetic, General Knowledge / Awareness, Current Affairs and knowledge Proficiency in English knowledge of Computer Applications. | 50          | 120 minutes   | As per Government of India's Rules   | 1. 50% for UR<br>2. 45% for OBC(NC)& EWS and<br>3. 40% for others |
| B            | Knowledge about Maintenance of Library Books, Indexing, Cataloging, Classifications, accessioning.  | 50          |               |  |   |
| <b>Total</b> |   | <b>100</b>  |               |  |   |

### Paper – II (Skill Test)

Section C – English Typing @30 w.p.m. (Time allowed: 10 minutes) (30 w.p.m. corresponds to 9000 KDPH on an average of 5 key depressions for each word), marks = 30.

Section D – Knowledge of Computer Application. Time allowed = 30 minutes, marks = 70

Note: C+D=Marks 100 (Only for those who qualifies in Paper-I). Minimum qualifying marks = 60

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, in each section .i.e. Paper-I of the test components.

4. Answer script of paper-II of a candidate would be evaluated only if he/she qualifies in paper-I of test components.

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**Library Attendant**

The Scheme of Examination for Paper – I(objective)

| Section      | Paper   | 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            | Reasoning Ability, Simple Arithmetic, General Knowledge / Awareness, Current Affairs and knowledge of office Equipment's & Procedure. | 35          | 120 Minutes   | As per Government of India's Rules   | 1. 50% for UR<br>2. 45% for OBC(NC)& EWS and<br>3. 40% for others |
| B            | Knowledge of up keeping Library Books   | 35          |               |  |   |
| C            | English Language Proficiency  | 30          |               |  |   |
| <b>Total</b> |   | <b>100</b>  |               |  |   |

**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 Level of Educational Eligibility.

**Paper – II (Skill Test)**

(Only those who qualifies in Paper-I) = 100 marks and 60 minutes duration, Skill test on usage of Library Software and Computer applications. Minimum qualifying marks = 60.

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, in each section .i.e. Paper-I of the test components.
4. Answer script of paper-II of a candidate would be evaluated only if he/she qualifies in paper-I of test components.

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**Laboratory Attendant****The Scheme of Examination for Paper–I (Short Answer type):**

| Section      | Paper       | 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            | Chemistry   | 25          | 120 minutes   | As per Government of India's Rules   | 1. 50%forUR<br>2. 45%forOBC(NC) & EWS and<br>3. 40% for others |
| B            | Physics     | 25          |               |  |  |
| C            | Mathematics | 25          |               |  |  |
| D            | Biology     | 25          |               |  |  |
| <b>Total</b> |             | <b>100</b>  |               |  |  |

**Indicative Syllabus of Paper –I****Science Stream:**

- i. **Section A–Chemistry (25 Marks)**  
Atoms, Molecules and Chemical Arithmetic, Atomic Structure, Radioactivity and Nuclear Chemistry, The Periodic Table and Chemical Families, Chemical Bonding and Molecular Structure, Coordination Compounds, Solid State, Liquid State, Gaseous State
- ii. **Section B–Physics (25 Marks)**  
Introduction to Physics, The Universe: Stars, Sun, Asteroids: In a nutshell, The Solar System and Satellites, Resistance of a Conductor, Refraction of Light, Reflection of light from Spherical Mirrors, Reflection of Light, Refraction of light by Spherical Lenses, Refraction of light through a glass prism, The Human Eye and its defects, Thermal Expansion of Solids, Liquids and Gases, Mechanical Properties of Fluids, Sound: Doppler Effect and Echo, Magnetic effects of Electric Current, Waves, The Kinetic Theory of Matter, The Four Fundamental Forces, Special and General Theories of Relativity, Radioactivity, Nuclear Fission and Fusion, Motion and Mechanics, Heat and work, Electromagnetism, Electric Current, Atomic Theories.
- iii. **Section C–Biology (25 Marks)**  
Genetics, Economic importance of plants, Morphology of angiosperms, Digestion, respiration, excretion in humans, Plant and Animal Anatomy, Environmental Studies, Common Characteristics of Fungi, Algae, Lichen, Bryophytes, Reproductive system in humans and human disease, Human nervous system, Circulatory and Endocrine system of humans, Classification of animal kingdoms.
- iv. **Section D–Mathematics (25 Marks)**  
Sets, Relations and Functions, Trigonometric Functions, Complex Number, Permutation & Combination, Limits and Derivatives, Statistics, Calculus, Probability and Algebra.

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**Blacksmith****The Scheme of Examination for Paper–I (Objective type):**

| Section      | Paper   | 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            | Reasoning Ability, Simple Arithmetic, General Knowledge / Awareness, Current Affairs. | 50          | 120 Minutes   | As per Government of India's Rules   | 1. 50% for UR<br>2. 45% for OBC(NC)& EWS and<br>3. 40% for others |
| B            | English Language Proficiency  | 50          |               |  |   |
| <b>Total</b> |   | <b>100</b>  |               |  |   |

**Indicative Syllabus of Section A & B:** 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 Level of Educational Eligibility.

Paper - II -100 Marks (Descriptive), Minimum qualifying marks = 50, Time duration = 120 minutes  
(Only those who qualifies in Paper-I)

## Indicative Syllabus

**Module-1: Safety and forging tools (25 marks)**

Safety – (PPE, basic first aid, fire extinguisher), Fuels used in forge shop, Anvil, swage block, tongs, hammers, chisels, sawing - (method of sawing, frames and blade), Centre punches and dot punch. Measuring and marking tools used in forging, Files classification, Selection of Files for proper work, Equipment and tools used in Fitting shop. (Vice, marking Tools, measuring tools– steel rule, brass rule, calipers).

**Module-2: Ferrous metals and non-ferrous metals (25 marks)** Metals– Ferrous Metals and Non-ferrous, their physical and Mechanical properties; Pig iron, cast iron, wrought iron, steel properties and uses, hot working and cold working.

**Module-3: Forging and furnaces- (25 marks)**

Hand forging operations – (upsetting, bending, setting down, cutting, welding, punching, drawing out, jumping, cutting, Finishing, spreading, tapering), Power forging– (press forging, drop forging), Defects in forging, Forging temperatures for different steel and color – (MS, SS, HSS), Allowances in forging, Forgeable metals and non-forgeable metals, Hardness measurement–(Rockwell, Brine), Blacksmith forge/ hearth, Furnaces– (Bessemer process, open hearth furnace, cupola furnace, blast furnace, induction furnace, electric arc furnace).

**Module-4: Grain structure, Heat treatment- (25 marks)** Time temperature and transformation diagram, cooling curve of pure iron, Microstructure– (ferrite, cemented, pearlite, austenite, sorbet, tootsie, bainite, martensite), Heat treatment (Annealing, Normalizing, Hardening and tempering process for plain carbon steel), Surface hardening process– (case hardening, carburizing, nitriding, flame hardening, induction hardening).