



हेमवती नन्दन बहुगुणा गढ़वाल विश्वविद्यालय (केन्द्रीय विश्वविद्यालय)
HEMVATI NANDAN BAHUGUNA GARHWAL UNIVERSITY (A Central University)

**Syllabus for written test/skill test for direct recruitment to the posts of Assistant
(Administrative Services - Group 'B')**

(i) Written Test

Total Marks - 100

S.N.	Test Components		Marks
1.	General Awareness	Current Affairs, Indian History, Culture, Geography, Economic Scenario, General Polity, Constitution, Sports, and Scientific Research, International developments. University system	15
2.	Language Proficiency in Hindi & English	Vocabulary, sentence structure, synonyms, antonyms, and its correct usage, Phrases and Idiomatic use of words,	15
3.	Reasoning & Numerical Ability	Number Systems, Computation of Whole Numbers, Decimals and Fractions and relationship between Numbers, Fundamental arithmetical operations etc. Questions of verbal, non-verbal, and analytical types, analogies, syllogism, similarities, differences, missing numbers, characters and sequences, arithmetical reasoning, verbal and figure classification, data representation, and analysis, arithmetical number series	20
4.	Higher Education System: Governance, Policy & Administration	National Educational Policy – 2020, UGC, NCTE, AICTE, BCI, NAAC etc.	10
5.	Act, Statutes & Regulations	Central Universities Act - 2009, Statutes, UGC Regulations governing service conditions of the teachers, Ph. D. Regulations	10
6.	Service Rules, Financial Rules and Office Procedure	Overview of Service Rules, Leave Rules and Office Procedure, Reservation in Government Services, General Financial Rules and Purchase Procedure (GFR-2017), The Right to Information Act, 2005	20
7.	Application of ICT in University system	Internet Browsing, Website search, Microsoft Office, Computer Fundamentals etc.	10

(ii) Skill Test

Total Marks - 50

S.N.	Test Components
1.	English Typing @ 35 w.p.m./Hindi Typing @ 30 w.p.m. (Time allowed: 10 minutes) (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word)

NOTE:

1. Written test will be objective (MCQs) type questions carrying 100 marks, without negative marking for wrong answer.
2. The marks allocated for the Skill Test shall be 50 and the minimum qualifying marks in the Skill Test shall be 25.
3. The selection and merit of the candidates shall be drawn based on the performance in **written test** only subject to qualifying the **Skill Test**.
4. Scheme of Examination and Test Components mentioned above are indicative only. Actual scheme/questions may vary.

hlc
03.06.2024
Registrar
HNBGU