

Scheme of Examination for Direct Recruitment to the post of Assistant Registrar

The following shall be the scheme of examination, components of written test and its syllabus etc. for recruitment to the post of Assistant Registrar under direct recruitment:

I. Scheme of the Examination:

Written Test				Interview
Objective Type	Time : 3 hours	No. of Questions 200	Max. Marks 200	Max. Marks 100

II. Components of Written Test:

Components		No. of Questions	Max. Marks
(A)	Test of General Studies	50	50
(B)	Educational Administration and Management	150	150
Total		200	200

Notes:

1. The questions shall generally be on the minimum qualification level.
2. There shall be negative marking of 0.25% for each wrong answer.

III Syllabus:

Section A : Test of General Studies

Questions will be designed to test the ability of the candidate's General Studies viz. General Science, current events of national and international importance, History of India and India National Movement, Indian and World Geography, Indian Polity & Economy, General Mental Ability.

Questions on General Science will cover general appreciation and understanding of science including matters of everyday observation and experience, as may be expected of a well educated person who has not made a special study of any particular scientific discipline. In current events, knowledge of significant national and international events will be tested. In History of India, emphasis will be on broad general understanding of the subject in its social, economic and political aspects. Questions on the Indian National Movement will relate to the nature and character of the nineteenth century resurgence, growth of nationalism and attainment of Independence. In Geography, emphasis will be on geography of India. Questions on the Geography of India will relate to physical, social and economic Geography of the country, including the main features of Indian Agricultural and natural resources. Questions on Indian Polity and Economy will test knowledge of the country's political system and Constitution of India, Panchayati Raj, Social Systems and Economic Development in India. On general mental ability, the candidates will be tested on reasoning and analytical abilities.

Section-B : Educational Administration and Management

The questions will be designed to test the ability of the candidate's knowledge and awareness on higher education system in India, its regulatory bodies and recent development in the field, basic concepts and principles of Public Administration including Organization, hierarchy, Unity of command, Span of control, Authority and Responsibility, Coordination, Centralization and Decentralization, Delegation, Supervision, Line and Staff.

Personal Administration including recruitment, training, promotion, pay scale and service conditions, Union-Management Relationship.

Financial Administration including budget, formulation and execution of budget.

Application of Information Communication Technology (ICT) and other modern technologies in the University system.

IV. Interview :

The interview shall be conducted in such a manner that the candidates' suitability for the post is probed among other things, through academic qualifications, relevant experience, extra-curricular activities, general awareness/knowledge, communication and problem solving skills and overall personality etc.

Scheme of Examination for Direct Recruitment to the post of Security Officer

The following shall be the scheme of examination, components of written test and its syllabus etc. for recruitment to the post of Security Officer under direct recruitment.

I. Scheme of the Examination:

Written Test				Interview
Objective Type	Time : 3 hours	No. of Questions 200	Max. Marks 200	Max. Marks 100

II. Components of Written Test :

Components		No. of Questions	Max. Marks
(A)	Test of General Studies	50	50
(B)	Professional	150	150
Total		200	200

Notes:

1. The questions shall generally be on the minimum qualification level.
2. There shall be negative marking of 0.25% for each wrong answer.

Section-A

TOPICS	DETAIL SYLLABUS	
General Intelligence & Reasoning	<ol style="list-style-type: none"> 1. Analogy 2. Coding and Decoding 3. Correct Mathematical Sign 4. Distance and Direction Sense Test 5. Human relation 6. Inserting Correct Mathematical Sign 7. Mathematical Operation 8. Mutual Relation Problem 	Non-Verbal Reasoning Number Ranking Odd Man Out Similarities and Differences Tallest Youngest Relation Time Sequence Test Data sufficiency
Numerical Aptitude	Arithmetical Operations Averages Computation of Whole Numbers Decimals and Fractions Discount Interest Mensuration Number System	Percentage Profit/Loss Ratio & Proportions Ratio & Time Relationship B/w Numbers Tables and Graphs Time and Distance
General Awareness	<u>Environmental Awareness</u> <ol style="list-style-type: none"> 1. Environment concept; natural and mandate environment, concept of biosphere, urban and rural environment. 2. Natural Resources: types, what makes them continually available; their conversation aspects, renewable, non-renewable resources, biodegradable, non-biodegradable and very slow degrading substances; bio-geo chemical cycles in nature; water cycle. 3. Environment and Society; development related issues; sustainable development health problems due to the degradation of environment. 	<ol style="list-style-type: none"> 4. Environmental Issue and Concerns: air, water, soil, noise and radiation pollution; outdoor and indoor pollution global warming and climate change; loss of biodiversity emerging environmental problems – radio frequency radiation pollution; pollution at higher altitudes; pollution in the outer space. Marine pollution. 5. Environmental management : disposal of hazardous wastes; eco friendly practices; environmental legislations and laws; environment impact assessment

		(EIA) studies; eco-levels; ISO 14000 standards.
	<p>Computer Awareness Basic of Computer Hardware, functioning of the computer Components of a computer and their role i.e. CPU, ALU, number system Codes ASCII Unicode Concept of instruction 2. Memory System : Type of memories and their characteristics Need of memory hierarchy Concept of Main Memory, Cache, Secondary Memory 3. I/O devices and their functions I/O devices Current trends in I/O 2. Basics of Computer Software 1. Different type of software System and application software Utility software Perverse software – Computer Virus Open Source software 2. Operating System Concepts Need and Functions 3. Computer Applications Concepts of Open Source Software Philosophy – licensing, copyright Philosophy – licensing, copyright Project Management Software Timesheet system Introduction of Office Applications Word Processing_ Spread sheet, Database – data records, a form, a query and a report, Email- Sending mail to number of people in a group. 2. Word Processor Basic Operations (Font selection, justification, Spell check, Table, Indentation) Table of Contents, Track Changes and Commencing. Mail Merge, Printing, Practice session. 3. Spread Sheet Concept of worksheet, Workbook and cell Data entry, Data editing and Formula Graphics. 4. Presentation Software Basics operation, Animation and Sounds 5. E-mail Basic Operation, Address Book, Spam and Filtering 6. Browsing and Discussion Forum Browsing and Search, Discussion Forum, Wiki and Google Doc</p>	<p>3. Internet Technologies 1. Networking and Internet Basic of Networking Concepts, Advantages of Networking TCP/IP, Web addresses 2. Web Applications Browsing, E-mail, E-Learning and wiki 3. Cyber Law 4. Computer Application Software 1. Operating System Basic Operations Windows, Linux 2. Word Processor Basic Operations (Font selection, Justification, Spell check, Table, Indentation) Table of Contents, Track Changes and Commenting. Mail Merge, Printing, Practice session. 3. Spread Sheet Concept of Worksheet, Workbook and cell Data entry, Data editing and Formula Graphics 4. Presentation Software Basic operation, Animation and Sounds 5. Email Basic Operation, Address Book, Spam and Filtering 6. Browsing and Discussion Forum Browsing and Search, Discussion Forum, Wiki and Google Doc</p>
	<p>Distance Learning 1. The definition and role of Distance Learning in India. 2. The multi-media approach of Distance Learning. 3. Difference between distance learning, correspondence course and conventional. 4. Advantages of distance learning. 5. Student Support Service in distance learning. 6. E-learning and m-learning 7. Internet based learning.</p>	

	<p>(D) Current Events</p> <ol style="list-style-type: none"> 1. Sports Events 2. Science Events 3. Discoveries 4. Indian Economy 5. Indian Politics 	<p>Fairs & Festivals Language of India Technological Development Important International Events Health & Education Rural India Events & Schemes</p>
General English	<p>(A) Comprehension</p> <p>A. Passage of 500 words with MCQ on</p> <ol style="list-style-type: none"> 1. Inferring meaning of phrase 2. Inferring theme of passage 3. Synonyms 4. Antonyms 5. The reason why..... 	<ol style="list-style-type: none"> 6. The author feels that.... 7. The tone of the passage 8. Identifying the overall meaning of test 9. Questions testing reasoning 10. Topic of discussion from list.
	<p>(B) Vocabulary</p> <ol style="list-style-type: none"> 1. One word substitution 2. Phrase closest in meaning to word 3. Make adverb from verb 4. Make verb from adverb 5. Make noun from adjective 	<p>Make adjective from noun</p> <ol style="list-style-type: none"> 7. Choosing correct form of address 8. Choosing ending to formal and informal letters. 9. Inserting correct article 10. Choosing correct spelling of commonly mis-spelt words
	<p>(C) Grammar</p> <ol style="list-style-type: none"> 1. Selecting the words which best express meaning of the given work 2. Selecting the word which best expresses opposite of the given words. 3. Filling the blanks by selecting the appropriate words (Adverbs, Conjunctions, Prepositions, Verbs etc.) from the given words. 4. Finding out the correct passive form of phrase from a list. 5. Finding out the correct active form of phase from a list 6. Interpretation of meaning from a list 	<ol style="list-style-type: none"> 7. Competing the science by selecting the best option given below. 8. Inserting the correct word in a sentence from homonyms (beer, bier, bear) 9. Inserting the correct conjunction from a list. 10. Inserting the correct preposition from a list. 11. Inserting the correct punctuation from a list.
सामान्य हिंदी	<p>(क) अपठित गद्यांश</p> <p>(ख)</p> <ul style="list-style-type: none"> - क्रिया से क्रिया विश्लेषण बनाना - क्रिया विश्लेषण से क्रिया बनाना - संज्ञा से विश्लेषण बनाना - विश्लेषण से संज्ञा बनाना <p>(ग) व्याकरण</p> <p>इस खंड में से प्रश्न पूछे जायेंगे</p> <p>(१) दिए गए कथन को एक शब्द से व्यक्त करना</p> <p>(२) विलोम शब्द / विपरार्थक शब्द बताना</p> <p>(३) रिक्त स्थान भरना (दिए गए शब्दों में समुचित क्रियारूप / शब्द साधन (लिंग, वचन, और कारक के अनुसार क्रिया में रूपांतर) सम्बन्धबोधक समुच्चय बोधक चुनना कुछ विदेशी शब्दों में हिंदी लिंग का प्रयोग होता है यहाँ वे भी शामिल होंगे</p> <p>(४) रिक्त स्थान भर कर वाक्य को पूरा करना</p> <p>(५) समुचित कारक चिन्ह का प्रयोग</p>	

	<p>(६) समुचित पुरुषवाचक सर्वनाम का प्रयोग (मैं, मेरा, अपना, आप, वह, उसका, अपना)</p> <p>(७) अशुद्धि शोधन (i) वर्तनी सम्बन्धी (ii) वाक्य विन्यास सम्बन्धी</p> <p>(८) प्रलय-उपसर्ग</p> <p>(९) संधि समास</p>	
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SECTION – B (Professional)

1	<ol style="list-style-type: none"> 1. Security of Material – <ol style="list-style-type: none"> (a) Gate Pass System (b) Visitors Pass System (c) Identification System (d) Knowledge of various Alarm Systems viz. intruder Alarm, Burglar Alarm, Anti Robbery Alarms & Access Control (e) Cycle/Scooter & Car Token System (f) Security of document/Examination/Question Paper etc. (g) Security Systems for material in general 2. Physical Security – <ol style="list-style-type: none"> (a) Perimeter Security/various systems & devices (b) Building Security 3. Security of Men & Security in Management 4. Knowledge of Security & Fire Technology Systems. Equipment & Devices. 5. Fire in General (Fighting) & Safety norms. 6. Anti-terrorist & Anti Sabotage devise & drills. 7. Planning & Preparation of leave & Duty Rosters 8. Knowledge of common IPS & DP Acts (Indian panel code & Delhi Police Act) 9. Campus Security Management 10. Org. structure of District Police 11. Important Ingredients of Recording FIR in case of Robbery & Burglary 12. Action to be taken as Duty Officer/ASO of the shift in absence of Security Officer in case of- <ol style="list-style-type: none"> (a) Robbery (b) Burglary (c) Suicide (d) Accident (e) Death of a staff member/student (f) Employee/Student found under the influence o liquor/drugs (g) Eve teasing (h) Misbehaviour missense/quarrel of a staff member, student/outsider (i) Theft (j) Murder (k) During Recovery of un-identified dead body (l) Strike, Gherao lock out etc. 13. Patrolling duty/checks to be carried out during a security round 14. Security duties in case of <ol style="list-style-type: none"> (a) Functions like Convocations, Workshops, Seminars, International Seminars/Conferences (b) Visit of a VIP/VVIP in the University. (c) Students Week/Festival/Rendezvous 15. How to make a Panch Nama/Confiscation/Seizure Memo 16. First Aid 17. Fire/Arms/Bomb Threats 18. Motor Vehicle (MVs) act, theft or MVs, Traffics Signals rules & Regulations & Traffic Management 19. Dealing with contact labour/contractors 20. General Knowledge 21. Intelligence gathering & reporting system 22. Estate Management/Housekeeping Services 23. Contractual Security Management 24. Formulating & Conduct of Security, Fire Safety training programs
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III Interview

The interview shall be conducted in such a manner that the candidates' suitability for the post is probed among other things, through academic qualifications, relevant experience, extra-curricular activities, general awareness/knowledge, communication and problem solving skills and overall personality etc.