

Indira Gandhi University  
Meerpur-Rewari



इंदिरा गांधी विश्वविद्यालय  
मीरपुर-रेवाड़ी

(A State University under Haryana Act No. 29 of 2013)

**Advt. No.1/2019**

Applications, on the prescribed form are invited from the eligible candidates for various non-teaching posts i.e. J.E. (Civil), J.E. (Electrical), Personal Assistant, Steno Typist, Clerk, Laboratory Attendant and Peon so as to reach in the office of Registrar, IGU, Meerpur, Rewari latest by 31.07.2019. For qualifications, pay scales, procedure of applying, selection criteria, application form, general instructions and other relevant conditions/details etc. please visit the University website [www.igu.ac.in](http://www.igu.ac.in).

REGISTRAR



# INDIRA GANDHI UNIVERSITY, MEERPUR (REWARI)

(A State University Established under Haryana Act. No. 29 of 2013)

## ADVERTISEMENT No. 1/2019 (Non-Teaching Post)

S.No.	Name of Posts	No. of Posts	Category	Level of pay as per 7 <sup>th</sup> CPC
1	J.E. (Civil)	01	Un-reserved	6 (Rs. 35400-112400)
2	J.E. (Electrical)	01	Un-reserved	6 (Rs. 35400-112400)
3	Personal Assistant	01	Un-reserved	6 (Rs. 35400-112400)
4	Steno Typist	05	Gen. -03, EWS-01, SC-01	2 (Rs. 19900-63200)
5	Clerk	09	Gen. -02, BCA -01, SC-03, EWS-01, Gen (ESM)-01, BCB (ESM)-01,	2 (Rs. 19900-63200)
6	Laboratory Attendant (Comp. Science & Applicaion-01 Physics -03, Chemistry-03, Botany-03 & Zoology-03	13	Gen.- 06, BCA-02, BCB-01, SC-02, EWS- 01 , Gen (ESM)-01,	2 (Rs. 19900-63200)
7	Peon	11	Gen. -04, BCA-01, BCB-01, SC-02,EWS- 01 Gen (ESM)-01, Gen (ESP)-01,	DL (16900-53500)

**Advertisement No. 01/2019**

**DETAILS OF QUALIFICATION/ ELIGIBILITY CONDITIONS/AGE**

**A) QUALIFICATION/ELIGIBILITY CONDITIONS**

<b>Sr.No.</b>	<b>Name of Post</b>	<b>Qualifications and Experience for Direct Recruitment</b>
1	JE (Civil)	(i) B.E./B.Tech. (in Civil Engineering) with 60% Marks and one year experience in the relevant field <p style="text-align: center;">OR</p> Three year Diploma in Civil Engineering with 60% Marks from a recognized institute preferably with 3 years' experience of Civil Works in Govt./ Public Sector in construction and maintenance of buildings/relevant field. (ii) Should have good knowledge of working on Computers. (iii) Knowledge of Hindi/ Sanskrit up to Matric/ 10 Standard.
2	JE (Electrical)	(i) B.E./B.Tech. (in Electrical Engineering) with 60% Marks and one year experience in the relevant field <p style="text-align: center;">OR</p> Three year Diploma in Electrical Engineering with 60% Marks from a recognized institute preferably with 3 years' experience of Electrical Works in Govt./ Public Sector/relevant field. (ii) Should have good knowledge of working on Computers. (iii) Knowledge of Hindi/ Sanskrit up to Matric/ 10 Standard
3	Personal Assistant	(i) Bachelor Degree (with minimum 50% marks from a recognized Institution/University) with 5 years' experience as Stenographer in any govt. institute /University/Examination Body. (ii) Should have good knowledge of working on computer. (iii) Hindi/Sanskrit up to Matric/ 10 <sup>th</sup> Standard.
4	Steno Typist	(I) Graduate with at least 50% marks from recognized University or its equivalent and qualifies a test in Stenography in English at the speed of 80 w.p.m. and transcription thereof on computer at the speed of 15 w.p.m. (8% mistake are allowed). Hindi/Sanskrit up to Matric Standard.
5	Clerk	(i) Graduation with 50% marks from a recognized University/ Institution. (ii) The candidate is required to qualify the written test as well as the computer typing test at the speed of 35/25 words in English/Hindi per minute and computer test at the speed of 8000 depressions per hour in MS word. (iii) Knowledge of Hindi/Sanskrit up to Matric/10 <sup>th</sup> standard.
6	Laboratory Attendant	(i) Bachelor's Degree in Science from a recognized University/ Institution with 50% marks OR its equivalent Degree. (ii) Knowledge of Hindi/Sanskrit up to Matric/10 <sup>th</sup> standard <b>Desirable: Computer Knowledge</b>
7	Peon	(i) Matriculation. (ii) Knowledge of Hindi/Sanskrit up to matric/10 <sup>th</sup> standard.

**B) Age 18 years to 50 years as on closing date for Receipt of Application:**

i) Upper age is relaxable-

- a) to the extent of five years for Scheduled Caste and three years for Backward Class candidates or as may be decided/notified by the Govt. from time to time of Haryana domicile;
- b) for Ex-Servicemen- as per instructions of the Haryana Government, as amended from time to time;
- c) for those already employed in the University on temporary/adhoc basis- to the extent of period for which the post has been held by him on adhoc/temporary basis;

**Advertisement No. 1/2019**

**General Conditions/Instructions/Guidelines regarding**

**PROCESSING FEE/RESERVATION/SELECTION CRITERIA/SYLLABI FOR  
WRITTEN/SKILL TEST/INTERVIEWS ETC.**

1. **BEFORE APPLYING, APPLICANTS MUST ENSURE THEIR ELIGIBILITY IN REFERENCE TO THE QUALIFICATIONS REQUIRED FOR THE CONCERNED POST.**
2. The application forms will be neatly and legibly filled in by the candidates in his own handwriting.
3. Name of the post applied for must be super-scribed at the top of the envelope as under: "Application for the post of \_\_\_\_\_".
4. Applications will be accepted only on prescribed format obtainable from University website [www.igu.ac.in](http://www.igu.ac.in).
5. The candidates must ensure their eligibility as on the last date of submission of application form.
6. Separate application forms must be submitted for each position/post.
7. The downloaded application forms must be accompanied with a Demand Draft of prescribed fee (given below) in favour of Registrar, Indira Gandhi University, Meerpur, Rewari, Oriental Bank of Commerce, Meerpur, Branch (IFSC Code ORBC0101817).

S.No.	General Candidates		SC/BC Candidates of Haryana State only		ESM candidates of Haryana State only
	Male & Female (out of Haryana State)	Female of Haryana Resident only	Male	Female	Male/Female
1 to 7	Rs. 500/-	Rs.250/-	Rs. 130/-	Rs. 65/-	Rs. 65/-

The Dependents of ESM are required to pay the fee as per category i.e. General, SC or BC

8. Application forms must reach the office of the Registrar, Indira Gandhi University, Meerpur, Rewari on or before closing date i.e 31.07.2019 upto 5:00 PM.
9. Self-attested photocopies as supporting documents must be enclosed with the application forms. Original documents will have to be shown at the time of the interview/screening.
10. Incomplete applications or application received after the last date given or those not on the prescribed format or not enclosed with required fee, will not be entertained and liable to be rejected.
11. Persons in employment should send their applications through their employer. They may, however, send a copy in advance, but it must be on the prescribed form and accompanied by prescribed application fee, copies of certificate/testimonials etc. The application form forwarded by the employer should reach the university not later than one month after the closing date or submit No Objection Certificate from the Employer at the time of interview.
12. Information regarding written test and/or interview will be displayed on the University website. The candidates are advised to regularly check the same. Wherever the written test is conducted, the eligibility of candidates will be only for the candidates who pass the written test.

13. The minimum eligibility condition and criteria of selection etc., wherever applicable is also displayed on the website of the University. The Qualification and experience acquired on the last date of Receipt of application will be entertained.
14. The University follows reservation policy as per Haryana Govt. Rules and the benefit of reservation will be available to candidates of Haryana State only.
15. In case no suitable candidate of ESM category is found, the same will be filled up from the dependents of ESM category of the respective category, therefore, the eligible dependents candidates of ESM category may also apply.
16. The University may not fill any of the posts so advertised without assigning any reason.
17. The University reserves the right to shortlist candidates on the basis of objective criteria, including holding a screening test. Only such candidates who are found eligible by the Screening Committee and/or short listed on the basis of objective criteria including holding a screening test will be called for interview. Those declared ineligible will not be informed of their status being as such.
18. Concealment of facts or supply of wrong information/documents shall result in cancellation of candidature in addition to legal action.
19. The candidates will submit their claim of weightage on a separate sheet attached to the application forms in the light of selection criteria to be verified at the office level
20. No TA/DA for appearing in the test/interview etc will be paid.
21. Canvassing in any form by the Candidate will disqualify.

**Abbreviations:** SC: Scheduled Caste, BC-A: Backward Class 'A', BC-B: Backward Class 'B', ESM: Ex-Serviceman, ESP: Eligible Sports Person, EWS –Economically Weaker Section.

**REGISTRAR**

**APPLICATION FORM**

Serial No .....

**INDIRA GANDHI UNIVERSITY, MEERPUR, REWARI**  
**APPLICATION FORM FOR NON-TEACHING CLASS**

Application No. ....  
(To be filled in by the office)

A signed passport  
size recent  
photograph of the  
candidate duly  
attested by a  
gazetted officer  
must be pasted  
here

**NOTE :**

- i) The application form and the bio-data should be properly filled in completely.
- ii) Self Attested copies of all Certificates/Testimonials should be attached with the application form. Originals will have to be shown at the time of the interview/screening.
- iii) The application form accompanied with fee (as per point No. 7 mentioned in General Instructions in the shape of Demand Draft drawn in favour of Registrar, Indira Gandhi University, Meerpur, Rewari should reach in the O/o Registrar, Indira Gandhi University, Meerpur, Rewari. The Demand Draft in favour of Registrar, I. G. University, Meerpur, Rewari should be payable at Oriental Bank of Commerce, I. G. University, Meerpur, Branch (CODE – ORBC0101817) Rewari.
- iii) Incomplete form and those received after the expiry of prescribed date will not be entertained and will stand rejected summarily.
- iv) Only eligible candidates should apply for the position /post.
- v) Use separate form for each position/post.
- vi) Prescribed qualifications/other eligibility conditions may be seen on the University website [www.igu.ac.in](http://www.igu.ac.in).

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1. a)	Post applied for	_____ Dept. _____
	(Give the full and correct name of the post)	
b)	Advertisement No.	_____
c)	Specialization applied for as per Advt.	_____
d)	Date of attaining eligibility for the post and ground thereof.	_____
2. a)	Name in Full (in block letters)	_____
b)	Father's Name	_____
c)	Mother's Name	_____
3. a)	Present Postal Address	_____
		_____
b)	Permanent Address	_____
		_____
c)	Phone No. with STD Code	_____
	Mobile No.	_____
d)	E-mail Address	_____

4. a) Date of Birth \_\_\_\_\_  
 b) Age as on last date of receipt of application (..... Year..... Months)  
 c) Place of Birth \_\_\_\_\_
5. a) Nationality of candidate \_\_\_\_\_  
 b) Do you belong to SC/BC/Ex-Serviceman/  
 Physically Handicapped category? \_\_\_\_\_  
 (If yes, attach a certificate from the competent authority)  
 c) Male/Female \_\_\_\_\_  
 d) Marital Status (Married/Unmarried) \_\_\_\_\_  
 (If married, whether you have more than one living wife/husband)  
 (say Yes or No) \_\_\_\_\_
6. a) Present employment, if any, with pay & grade \_\_\_\_\_  
 (State whether on adhoc/temporary/probation/permanent) \_\_\_\_\_  
 b) Date of next increment \_\_\_\_\_  
 c) Name of Employer \_\_\_\_\_  
 d) Have you obtained prior permission of your  
 present employer for submitting this application? \_\_\_\_\_  
 e) Basic pay acceptable, if selected \_\_\_\_\_  
 f) Period required for joining the posts  
 if appointed. \_\_\_\_\_
7. a) What is your mother tongue? \_\_\_\_\_  
 b) Name the languages both Indian & Foreign which you can read, write and/or speak. Give  
 particulars and examination(s), if any, passed in each.

Read only	Speak only	Read & Speak	Read, Write & Speak	Examination(s) Passed

8. a) Have you ever been disqualified from  
 appearing in any University Examination/  
 undertaking University work (Say Yes or No) \_\_\_\_\_  
 b) Are you a dismissed employee? (Say Yes or No) \_\_\_\_\_
9. Bank Draft(s) Nos..... Date ..... Amount Rs.  
 .....

10. **REFERENCES:** (These persons should be professionally competent, who are well acquainted with some aspect of the applicant's training accomplishment, capabilities and character but must not be related to the candidate. Two references should be listed and atleast one of them should be a citizen of India. For applicants having done Post Graduate or Post doctoral research, the Research Supervisor must be listed.)



i) Name \_\_\_\_\_  
 Occupation or Position \_\_\_\_\_  
 Address \_\_\_\_\_

ii) Name \_\_\_\_\_  
 Occupation or Position \_\_\_\_\_  
 Address \_\_\_\_\_

**11. Educational Qualifications (from Matriculation onwards)**

Exam. Passed	Subject	Univ./ Board	Year of Passing	Class or Division	Max. Marks	Marks Obtained (Accurate)	% of Marks	Distinctions, if any
Matric								
Hr. Sec./ Pre-Univ./ Inter/10+2								
B.A./B.Sc./ B.Com.								
M.A./M.Sc./ M.Com.								
M.Phil.								
Ph.D (Date of Regn. of Ph.D.)								
NET/SET/etc.								
Any other exam.								

**Note:- Attested copies of certificates in support of qualifications be attached with this application.**

12. Topic of Research in Ph.D. ....

13. Field of Specialization.....



### Research

Post Held	Name of the college/Institution	Research					Guiding Research					
		From	To	Total			From	To	Total			
				Yrs.	M	D			Yrs	M	D	

16. \*List of Publication:-

Publication A.	Published B.	Single co-authorship C.	Inter-National Journals D.	National Journals E.	State Journals F.
1. a) Books b) Chapters					
2. Papers					
3. Abstracts					
4. Journals					
5. Patents					
6. Fabrications					

\*Attach a list of Publications in respect of each category mentioned above.

17. No. of Symposia/Conferences/Work-shops/Seminars/Committees attended.

National .....

International .....

18. Give particulars of Prize, Medal, and Merit won, distinctions, if any :-

- |     |      |
|-----|------|
| i)  | iii) |
| ii) | iv)  |

19. List of the certificates (attested copies) attached:-

- |      |       |
|------|-------|
| i)   | vi)   |
| ii)  | vii)  |
| iii) | viii) |
| iv)  | ix)   |
| v)   | x)    |

20. Additional information, if any (attach separate sheet, if required)  
.....  
.....  
.....  
.....

I certify that the foregoing information is correct and complete to the best of my knowledge and belief and nothing has been concealed therein. There are no circumstances which may impair my fitness for employment in the I. G. University, Meerpur, Rewari.

Place .....

.....

Date .....

(Signature of the candidate)

**NOTE: Point no. 12, 13, 15 (Research), 16 and 17 are not applicable for these posts. The candidate may write “NOT APPLICABLE” or just IGNORE these points. You can also download the PDF and Word form in which these points are deleted.**

**CERTIFICATE FROM THE EMPLOYER, IF ANY**

The application of Miss/Mrs./Shri/Dr. ...., who is at present working as ..... in the ..... (Deptt./Organization) is recommended and forwarded for consideration for the post of ..... to the Registrar,

I.G. University, Meerpur, Rewari. In case, he/she is selected for employment in the I. G. University, Meerpur, Rewari he/she will be relieved of his/her present position.

Place .....

Date .....

## Selection Criteria for the post of J.E (Civil)

Sr. No.	Particulars	Marks	Maximum Marks
1.	<b>Matriculation</b> (i) Basic Qualification upto 60% marks (ii) Above 60%	Nil ½ marks for each %	10marks
1.	<b>Academic Record:</b> (i) Basic Qualification upto 60% marks (ii) Above 60%	Nil ½ marks for each %	10 Marks
2.	<b>Experience:</b> (i) Upto 2 years' experience as Civil Engineer (ii) Above 2 years' experience	Nil ½ Mark for each six months	05 Marks
3.	<b>*Screening Test:</b>		70 %
4.	Socio Economics Criteria		05 Marks
		<b>Total</b>	100 Marks

### **\*Screening Test**

1. Maximum Marks - 100
2. Time - 90 minutes
3. There will be ¼ negative marks for each wrong answer
4. Test will comprise of 100 marks which will be reduced to 50.
5. Questions will be objective type (MCQ)
6. Question papers will be of two section A & B of 50 marks each  
Part-A will comprise of five section each will carry 10 marks  
Part-B will be from specific subject

### **Syllabus for General Aptitude Test (Screening Test)**

#### **Section-1 (General Knowledge and Current Affairs)**

20 Marks

General knowledge about all aspects of India-History and Civilization, Economy, Geography, Society, Politics and Government, Defence etc. and some common aspects about other countries such as Capitals, Prime Ministers, Presidents, Geographic Locations, National and International Affairs etc.

#### **Section-2 (General Science)**

20 Marks

Syllabus up to 10<sup>th</sup> standard as approved by the Haryana Board of School Education.

#### **Section-3 (English & Hindi)**

20 Marks

Syllabus up to 10<sup>th</sup> standard as approved by the Haryana Board of School Education.

#### **Section-4 (Arithmetic and Reasoning and Computer Knowledge)**

20 Marks

Arithmetic: Syllabus up to 10<sup>th</sup> standard as approved by the Haryana Board of School Education.

Reasoning: Verbal and Non Verbal.

Historical Development of Computers, Generations of Computer, Types of Computers, Components, Types of Memories, Input Devices (Keyboard, mouse etc.) Output Devices (all types of Printers, Media-Floppy Diskettes, Pen drives, CD\_ROMs etc). Types of Software (Operating Systems, Compilers and interpreters, Application Software), Types of Computer Languages, Data Representation, Components of Network, Types of Network (LAN/MAN/WAN), Data Transmission Modes, Data Transmission Medium Historical Development of Internet, Internet Browsers, Search Engines, WWW, Website, Home Page, E-Mail Concepts etc. and M.S. Office.

#### **Section -5 (History Current Affairs, Literature, Geography and EVS.)**

20 Marks

## Selection Criteria for the post of J.E (Electrical)

Sr. No.	Particulars	Marks	Maximum Marks
1.	<b>Matriculation</b> (iii) Basic Qualification upto 60% marks (iv) Above 60%	Nil ½ marks for each %	10marks
1.	<b>Academic Record:</b> (iii) Basic Qualification upto 60% marks (iv) Above 60%	Nil ½ marks for each %	10 Marks
2.	<b>Experience:</b> (iii) Upto 2 years' experience as Electrical Engineer (iv) Above 2 years' experience	Nil ½ Mark for each six months	05 Marks
3.	<b>*Screening Test:</b>		70 %
4.	Socio Economics Criteria		05 Marks
		<b>Total</b>	100 Marks

### \*Screening Test

1. Maximum Marks - 100
2. Time - 90 minutes
3. There will be ¼ negative marks for each wrong answer
4. Test will comprise of 100 marks which will be reduced to 50.
5. Questions will be objective type (MCQ)
6. Question papers will be of two section A & B of 50 marks each  
Part-A will comprise of five section each will carry 10 marks  
Part-B will be from specific subject

### Syllabus for General Aptitude Test (Screening Test)

#### **Section-1 (General Knowledge and Current Affairs)**

20 Marks

General knowledge about all aspects of India-History and Civilization, Economy, Geography, Society, Politics and Government, Defence etc. and some common aspects about other countries such as Capitals, Prime Ministers, Presidents, Geographic Locations, National and International Affairs etc.

#### **Section-2 (General Science)**

20 Marks

Syllabus up to 10<sup>th</sup> standard as approved by the Haryana Board of School Education.

#### **Section-3 (English & Hindi)**

20 Marks

Syllabus up to 10<sup>th</sup> standard as approved by the Haryana Board of School Education.

#### **Section-4 (Arithmetic and Reasoning and Computer Knowledge)**

20 Marks

Arithmetic: Syllabus up to 10<sup>th</sup> standard as approved by the Haryana Board of School Education.

Reasoning: Verbal and Non Verbal.

Historical Development of Computers, Generations of Computer, Types of Computers, Components, Types of Memories, Input Devices (Keyboard, mouse etc.) Output Devices (all types of Printers, Media-Floppy Diskettes, Pen drives, CD\_ROMs etc). Types of Software (Operating Systems, Compilers and interpreters, Application Software), Types of Computer Languages , Data Representation, Components of Network, Types of Network (LAN/MAN/WAN), Data Transmission Modes, Date Transmission Medium Historical Development of Internet, Internet Browsers, Search Engines, WWW, Website, Home Page, E-Mail Concepts etc. and M.S. Office.

Section -5 (History Current Affairs, Literature, Geography and EVS.)

20 Marks

## CRITERIA FOR SELECTION TO THE POST OF PERSONAL ASSISTANT

### Selection Criteria:

A) Academic Qualifications	45 Marks
B) Knowledge of Computer	10 Marks
C) Work Experience (Govt./Semi Govt.Aided/University/Examination Body/ Professional Institution)	05 Marks
D) Computer Typing Test	10 Marks
E) Domain Knowledge	18 Marks
F) Interview	12 Marks

#### **A) Academic Qualification** 45 Marks

		Division		
		I	II	III
		Marks		
i.	10 <sup>th</sup>	15	10	05
ii.	12 <sup>th</sup>	15	10	05
iii.	Graduation	15	10	05

#### **B) Knowledge of Computer** 10 Marks

##### **(From Govt./Semi Govt./Govt. Aided Institutes)**

i.	Certificate	05 Marks
ii.	Diploma	07 Marks
iii.	Degree	10 Marks

(Provided (i)/(ii) are not used for acquiring higher qualification)

#### **C) Experience** 05 Marks

Experience in clerical cadre in Govt./Semi Govt./  
Govt. Aided/University/Examination Body/  
Professional Institutions (01 marks for each completed  
year above the required one)

D) <b>Computer Typing Test</b>	10 Marks
E) <b>Domain Knowledge</b>	18 Marks
F) <b>Interview</b>	12 Marks



## CRITERIA FOR SELECTION TO THE POST OF STENO TYPIST

### Selection criteria:

- |   |                                    |
|---|------------------------------------|
| A) Academic Qualifications  | 20 Marks                           |
| B) Test on Computer in Stenography  | 60 Marks                           |
| C) Knowledge of Computer  | 10 Marks                           |
| D) Work Experience<br>(Govt./Semi Govt./Govt. Aided/University/Examinations Body)   | 05 Marks                           |
| E) Socio Economics Criteria   | 05 Marks                           |
| <b>A) Academic Qualification</b>  | <b>20 Marks</b>                    |
| i 10 <sup>th</sup>  | 05% of percentage of 55% and above |
| ii 12 <sup>th</sup>   | 05% of percentage of 55% and above |
| iii Graduation  | 05% of percentage of 55% and above |
| iv Post-Graduation  | 05% of percentage of 55% and above |
| <b>B) Test on Computer in Stenography</b>   | <b>48 Marks</b>                    |
| Candidate requires to qualify test on computer in stenography in English without any mistake. One and half marks for each mistake will be deducted from total marks                           |                                    |
| <b>C) Knowledge of Computer</b>   | <b>10 Marks</b>                    |
| (From Govt./Semi Govt./Govt. Aided Institutes)  |                                    |
| (i) Certificate   | 02 Marks                           |
| (ii) Diploma  | 03 Marks                           |
| One year regular Diploma (Accountancy),<br>Data Entry/Computer, Stenography, Secretarial<br>Training etc.) from recognized University /Board<br>(Govt./Semi Govt.)                            |                                    |
| <b>(Provided (i) is not used for acquiring higher qualification)</b>  |                                    |
| (iii) Degree  | 07 Marks                           |
| <b>(Provided (i) (ii) are not used for acquiring higher qualification)</b>  |                                    |
| <b>D) Experience</b>  | <b>05 Marks</b>                    |
| Experience as Steno-Typist in a recognized School /reputed Institute/University /Govt. Offices /reputed Private Sector duly substantiated by Proper certificate from the competent authority. |                                    |
| (one mark for each one years' experience)   |                                    |
| <b>E) Socio Economic Criteria</b>   | <b>05 Marks</b>                    |

## CRITERIA FOR SELECTION TO THE POST OF CLERK

### Selection Criteria:

A) Computer Typing (Test-A)	35 Marks
B) General Aptitude Test (Test-B)	50 Marks
C) Academic Qualifications	10 Marks
D) Socio Economic Criteria	05 Marks

### Note:-

- The process will start with the holding of computer typing test first. Only those candidates who qualify the typing test will be called for screening test or for General Aptitude Test (B).

#### **(A) Computer typing test:-**

##### A) Syllabus and other details for computer typing

1. Text for computer typing to be copied shall be prescribed on the monitor only (no hard copy) of 400 words.

NOTE: Correct words copied with penalties of 1/10<sup>th</sup> for every missing and wrong word shall be scored. The candidate is required to type the text strictly in the provided sequence, and line/paragraph jumping/skipping is not allowed.

2. The test of computer typing shall be in English Language only (may be alpha-numeric with all punctuations etc.)

#### **(B) General Aptitude Test (Screening test):-**

##### NOTE:-

1. Max Marks 100
2. Time 90 Minutes
3. There will be ¼ negative marks for each wrong answer.
4. Test will comprise of 100 marks which will be reduced proportionally to 50.
5. Questions will be objective type (MCQ).
6. Question paper will comprise of five sections. Each section will carry 20 marks.

## Syllabus FOR General Aptitude Test (Screening Test -B)

### **Section-1 (General Knowledge and Current Affairs)**

20 Marks

General knowledge about all aspects of India-History and Civilization, Economy, Geography, Society, Politics and Government, Defence etc. and some common aspects about other countries such as Capitals, Prime Ministers, Presidents, Geographic Locations, National and International Affairs etc.

### **Section-2 (General Science)**

20 Marks

Syllabus up to 10<sup>th</sup> standard as approved by the Haryana Board of School Education.

### **Section-3 (English & Hindi)**

20 Marks

Syllabus up to 10<sup>th</sup> standard as approved by the Haryana Board of School Education.

### **Section-4 (Arithmetic and Reasoning and Computer Knowledge)**

20 Marks

Arithmetic: Syllabus up to 10<sup>th</sup> standard as approved by the Haryana Board of School Education.

Reasoning: Verbal and Non Verbal.

Historical Development of Computers, Generations of Computer, Types of Computers, Components, Types of Memories, Input Devices (Keyboard, mouse etc.) Output Devices (all types of Printers, Media-Floppy Diskettes, Pen drives, CD\_ROMs etc). Types of Software (Operating Systems, Compilers and interpreters, Application Software), Types of Computer Languages , Data Representation, Components of Network, Types of Network (LAN/MAN/WAN), Data Transmission Modes, Date Transmission Medium Historical Development of Internet, Internet Browsers, Search Engines, WWW, Website, Home Page, E-Mail Concepts etc. and M.S. Office.

Section -5 (History Current Affairs, Literature, Geography and EVS.)

20 Marks

### **C) Academic Qualifications**

10 Marks

i) Minimum Essential Qualification

00 Marks

(Graduation with at least 50% marks)

ii) Graduation with 51 – 60% marks

02 Marks

iii) Graduation with more than 60% marks

04 Marks

iv) Any two or three years degree course in Computer Sc./

03 Marks

IT/Computer Engg. After graduation

v) One year regular diploma course (Accountancy/Data entry

/ Computer, Stenography, Secretarial Training etc.)

from recognized University/Board (Govt./Semi Govt.)

(In case a diploma has been cumulated for a degree

programme its weight age shall not be counted for these)

03 marks

### **D) Socio –Economic Criteria**

(As per Haryana Notification)

05 Marks

## CRITERIA FOR SELECTION TO THE POST OF LAB ATTENDENT

### Selection Criteria:

A) Skill test in computer application	35 Marks
B) General Aptitude Test	45 Marks
C) Academic Qualifications	10 Marks
D) Work Experience	05 Marks
(Govt./Semi Govt./Govt. Aided/University/Collage /Authority of Govt. of Haryana/or any other state Govt./Govt. of India)	
E) Socio-Economic Criteria	05 Marks

### NOTE:-

The process will start with the holding of skill test in computer application first. Only those candidates who qualify the computer test will be called for the test 'B' (General Aptitude Test).

### Computer Typing Test:-

**Total Marks: 35**

#### **(A) Syllabus and other details for computer typing**

**Total Time: 10 minutes**

1. Skill test for computer typing to be copied shall be prescribed on the monitor only (no hard copy) of 400 words.

NOTE: Correct words copied with penalties of 1/10<sup>th</sup> for every missing and wrong word shall be scored.

The candidate is required to type the text strictly in the provided sequence, and line/paragraph jumping/skipping is not allowed.

2. The test of computer typing shall be in English Language only (may be alpha – numeric with all punctuations etc.)

#### **(B) General Aptitude Test (Screening Test)**

##### NOTE:-

1. Max. Marks : 100
2. Time: 90 Minutes
3. There will be ¼ negative marks for each wrong answer.
4. Test will comprise of 100 marks which will be reduced proportionally to 45.
5. Question will be Objective Type (MCQ).
6. Question paper will comprise of five sections. Each section will carry 20 marks.

## Syllabus for General Aptitude Test

Screening Test (B)

### **Section-I (General Knowledge and Current Affairs)**

20 Marks

General Knowledge about all aspects of India-History and civilization, Economy, Geography, Society, Politics and Government, Defence etc. and some common aspects about other countries such as Capitals, Prime Ministers, Presidents, Geographic location, National and international affairs etc.

### **Section-II (General Science)**

20 Marks

Syllabus up to 10<sup>th</sup> Standard as approved by the Haryana board of school Education.

### **Section-III (English)**

20 Marks

Syllabus up to 10<sup>th</sup> standard as approved by the Haryana board of school Education.

### **Section- IV (Arithmetic and Reasoning and Computer Knowledge)**

20 Marks

Arithmetic: Syllabus up to 10<sup>th</sup> standard as approved by the Haryana Board of School Education.

Reasoning: Verbal and Non Verbal

Historical Development of Computers, Generations of Computer, Types of Computers, Components, Types of Memories, Input Devices (Keyboard, mouse etc.) Output Devices (all types of Printers, Media-Floppy Diskettes, Pen drives, CD\_ROMs etc). Types of Software (Operating Systems, Compilers and interpreters, Application Software), Types of Computer Languages , Data Representation, Components of Network, Types of Network (LAN/MAN/WAN), Data Transmission Modes, Date Transmission Medium Historical Development of Internet, Internet Browsers, Search Engines, WWW, Website, Home Page, E-Mail Concepts etc. and M.S. Office.

### **Section-V (History, current affairs, Literature, Geography, Environmental Science) 20 Marks**

#### **(C) Academic Qualifications:**

- |      |  |          |
|------|--|----------|
| i)   | Minimum Essential Qualification<br>(Graduation with at least 50% marks)  | 00 marks |
| ii)  | Graduation with 51-61% marks   | 02 marks |
| iii) | Graduation with more than 60% marks  | 04 marks |
| iv)  | Any two or three years degree course in computer Sc./IT/Computer Engg.<br>After graduation from recognized University/Institute  | 03 marks |
| v)   | One year regular diploma course<br>(Accountancy/Data Entry/ Computer, Stenography, Secretarial<br>Training etc.) from recognized University/Board (Govt./Semi Govt.)<br>(in case a diploma has been Cumulated for a degree programme its<br>weight age shall not be counted for these) | 03 marks |

#### **(D) Work Experience**

05 Marks

(Govt. Semi Govt./Govt. Aided

/University/College/Professional Institution

(01 Mark for each completed year  
of experience in clerical cadre)

#### **(E) Socio Economic Criteria**

(As per Haryana Govt. Notification )

05 marks

## Selection Criteria for the post of Peon

Sr.No.	Particulars	Marks	Maximum Marks
1.	<b>Academic Record</b>  (i) Matriculation with 50% Marks  Above 50% Marks	Nil  $\frac{1}{2}$ Marks for each%	20 Marks
2.	(ii) 10+2 with 50% Marks  Above 50% Marks	Nil  $\frac{1}{2}$ Marks for each %	25 Marks
3.	<b>Screening Test</b>  (i) Written Test *  (ii) Computer Typing Test **	80  20	50% Marks
4.	<b>Socio Economic Criteria (As per Haryana Govt. Notification)</b>		05 Marks
	<b>Total</b>		<b>100 marks</b>

\*Written Test : Maximum Marks                      100

Time :    60 minutes

There will be  $\frac{1}{4}$  negative marks for each wrong question.

Question will be objective type (MCQ)

### **\*Syllabus for Written Test**

General Knowledge, General Science, English and Arithmetic & Reasoning of 10<sup>th</sup> standard

### **\*\*Computer Typing Test**

1. Text for computer typing to be copied shall be prescribed on the Monitor only (no hard copy) of 400 words

NOTE: Correct words copied with penalties of  $\frac{1}{10}$ <sup>th</sup> for every missing and wrong word shall be scored. The candidate is required to type the text strictly in the provided sequence, and line /paragraph jumping /skipping is not allowed.

2. The test of Computer Typing shall be English Language only (may be alpha-numeric with all punctuations etc.)