



हिमाचल प्रदेश केन्द्रीय विश्वविद्यालय

Central University of Himachal Pradesh

ADDENDUM TO EMPLOYMENT NOTICE NO.: 001/2017 DATED 27TH MAY 2017

1. The University vide its *Employment Notice No.: 001/2017 dated 27th May 2017* advertised various Non-Teaching Positions/other Academic Positions, which was further reopened in the larger public interest with last date of submission of applications till 19.10.2017.
2. With reference to above, the information related to Pattern of Written Examination, Syllabus, Total Marks, Minimum Cut-Off, Time Schedule etc. for various Non-Teaching Positions is given below for information of all concerned.

3. Pattern of the Written Examination for various Non-Teaching Positions

Level 1: SECURITY OFFICER / PRIVATE SECRETARY / ASSISTANT ENGINEER (CIVIL) / NURSE

Written Examination shall be of **Objective Type** comprising 100 Multiple Choice Questions (MCQs) divided into Two Sections (*i.e., Section - A containing 50 questions and Section - B containing 50 questions*), with the following composition, lasting for a duration of 90 Minutes:

Subject	Number of Questions	Maximum Marks	Minimum Marks to be scored to Qualify for Merit List
SECTION - A			
English	15	15	8 for UR and 6 for SC/ST/OBC/PwD
Maths	15	15	8 for UR and 6 for SC/ST/OBC/PwD
General Knowledge and General Awareness	20	20	10 for UR and 8 for SC/ST/OBC/PwD
SECTION - B			
Domain Knowledge and/or Knowledge of Rules of Government of India, Office Procedures & University Act	50	50	24 for UR and 20 for SC/ST/OBC/PwD
TOTAL	100	100	50 for UR and 40 for SC/ST/OBC/PwD

English: General English, Candidates ability to understand English language, its vocabulary, sentence structure, synonyms, antonyms and its correct usage etc. Difficulty level/standard- Graduation.

Maths: Number System, Integers, Average, Ratio & Proportion, Percentage, Simple and Compound Interest, Linear and Quadratic equations, LCM & HCF of Polynomials and their Interrelationship, Theorems of triangle, square, trapezium, circles, their perimeter and area etc.

General Knowledge and General Awareness (Graduation Standard): The questions will include sports, history, culture, geography, economy, general polity, Indian constitution etc. The questions will be such that they do not require a special study of any discipline.

General Intelligence & Reasoning: Difficulty degree/level of Graduation Standard.

Section-B

Security Officer: To be uploaded shortly.

Private Secretary: Multiple Choice Questions from Manual of Service Drafting, Types of Communications, Maintenance of Confidential records, Office Procedures etc.

Assistant Engineer (Civil): Multiple Choice Questions on Civil Engineering, Surveying, Soil Mechanics, Hydraulics, Structural Engineering, Concrete Technology, RCC Design, Steel Design etc.

Nurse: Multiple Choice Questions on Medical Surgical Nursing, Psychology, Health Education & Communication Skills, Sociology, First Aid, Mental Health, Fundamentals of Nursing, Environmental Hygiene, Anatomy & Physiology, Computers in Nursing, Personal Hygiene, Community Health Nursing, Nutrition, Midwifery & Gynaecological Nursing, Paediatric Nursing, Psychiatric Nursing, Nursing Management, Microbiology.

Level 2: PERSONAL ASSISTANT / PROFESSIONAL ASSISTANT / SENIOR TECHNICAL ASSISTANT / SENIOR TECHNICAL ASSISTANT (COMPUTER) / JUNIOR ENGINEER (CIVIL)

Written Examination shall be of **Objective Type** comprising 100 Multiple Choice Questions (MCQs) divided into Two Sections (*i.e., Section - A containing 50 questions and Section - B containing 50 questions*), with the following composition, lasting for a duration of 90 Minutes:

Subject	Number of Questions	Maximum Marks	Minimum Marks to be scored to Qualify for Merit List
SECTION - A			
English	15	15	8 for UR and 6 for SC/ST/OBC/PwD
Maths	15	15	8 for UR and 6 for SC/ST/OBC/PwD
General Knowledge and General Awareness	20	20	10 for UR and 8 for SC/ST/OBC/PwD
SECTION - B			
Domain Knowledge and/or Knowledge of Rules of Government of India, Office Procedures & University Act	50	50	24 for UR and 20 for SC/ST/OBC/PwD
TOTAL	100	100	50 for UR and 40 for SC/ST/OBC/PwD

Section-A

English: General English, Candidates ability to understand English language, its vocabulary, sentence structure, synonyms, antonyms and its correct usage etc. Difficulty level/standard- Graduation.

Maths: Number System, Integers, Average, Ratio & Proportion, Percentage, Simple and Compound Interest, Linear and Quadratic equations, LCM & HCF of Polynomials and their Interrelationship, Theorems of triangle, square, trapezium, circles, their perimeter and area etc.

General Knowledge and General Awareness (Graduation Standard): The questions will include sports, history, culture, geography, economy, general polity, Indian constitution etc. The questions will be such that they do not require a special study of any discipline.

General Intelligence & Reasoning: Difficulty degree/level of Graduation Standard.

Section-B

Personal Assistant: Multiple Choice Questions from Manual of Service Drafting, Types of Communications, Maintenance of Confidential records etc.

Professional Assistant: Multiple Choice Questions will be designated to test the ability of candidates knowledge and awareness in library and information sciences, recent development in the field, knowledge and application of library and information science procedures, rules and regulations, Knowledge of computers with special reference to knowledge of library software packages, word processing, data analysis packages etc.

Senior Technical Assistant: Multiple Choice Questions will be based on equipment's, techniques/methodologies in the teaching and research laboratories of Physics, Chemistry, Botany, Zoology, Biochemistry, Microbiology, Environmental Biology, Biomedical Science, Geology, Anthropology and Electronic Science Departments.

Senior Technical Assistant (Computer): Multiple Choice Questions will be asked from computer & information systems, techniques/methodologies in the teaching and research laboratories of Computer Science Departments & ITI Labs.

Junior Engineer (Civil): Multiple Choice Questions on Civil Engineering, Surveying, Soil Mechanics, Hydraulics, Structural Engineering, Concrete Technology, RCC Design, Steel Design etc. (Difficulty level will be of Graduation/Diploma Level).

LEVEL 3: SECURITY INSPECTOR / PHARMACIST / TECHNICAL ASSISTANT / SEMI PROFESSIONAL ASSISTANT / UPPER DIVISION CLERK / LIBRARY ASSISTANT / LABORATORY ASSISTANT

Written Examination shall be of **Objective Type** comprising 100 Multiple Choice Questions (MCQs) divided into Two Sections (*i.e., Section - A containing 50 questions and Section - B containing 50 questions*), with the following composition, lasting for a duration of 90 Minutes:

Subject	Number of Questions	Maximum Marks	Minimum Marks to be scored to Qualify for Merit List
SECTION - A			
English	15	15	8 for UR and 6 for SC/ST/OBC/PwD
Maths	20	20	10 for UR and 8 for SC/ST/OBC/PwD
General Knowledge and General Awareness	15	15	8 for UR and 6 for SC/ST/OBC/PwD
SECTION - B			
Domain Knowledge and/or Knowledge of Rules of Government of India, Office Procedures & University Act	50	50	24 for UR and 20 for SC/ST/OBC/PwD
TOTAL	100	100	50 for UR and 40 for SC/ST/OBC/PwD

Section-A

English: General English, Candidates ability to understand English language, its vocabulary, sentence structure, synonyms, antonyms and its correct usage etc. Difficulty level/standard- Graduation.

Maths: Number System, Integers, Average, Ratio & Proportion, Percentage, Simple and Compound Interest, Linear and Quadratic equations, LCM & HCF of Polynomials and their Interrelationship, Theorems of triangle, square, trapezium, circles, their perimeter and area etc.

General Knowledge and General Awareness (Graduation Standard): The questions will also include sports, history, culture, geography, economy, general polity, Indian constitutions etc. The questions will be such that they do not require a special study of any discipline. (60% pertaining to Himachal Pradesh)

General Intelligence & Reasoning: Difficulty degree/level of Graduation Standard.

Section-B

Security Inspector: To be uploaded shortly.

Pharmacist: Multiple Choice Questions on Anatomy, Physiology, Hygiene, Pathology, Family welfare/ maternal & Child health, Basis principles of Ayd/Unani, Pharmacology, Medicine, Eye, Ear, Nose & Throat (ENT), Gynae & Obs., Toxicology, Surgery etc.

Technical Assistant: Multiple Choice Questions will be based on equipment's, techniques/methodologies in the teaching and research laboratories of Physics, Chemistry, Botany, Zoology, Biochemistry, Microbiology, Environmental Biology, Biomedical Science, Geology, Anthropology and Electronic Science and Computer Science Department. Knowledge of Computers with special reference to knowledge of word processing, data analysis packages etc.

Semi-Professional Assistant: Multiple Choice Questions for Library and Information Science will be of diploma in Library and Information Science Level.

Upper Division Clerk: CCS Rules covering areas like pay fixation, various advances to the govt. servant, LTC Rules, Leave Rules, General Financial Rules, Supplementary Rules, Medical Attendance Rules, Central Universities Act, Statutes of Central University of Himachal Pradesh etc.

Library Assistant: Multiple Choice Questions for Library and Information Science will be of certificate in Library and Information Science Level.

Laboratory Assistant: Multiple Choice Questions to judge the basic scientific knowledge (Graduation Level) of the candidates in all disciplines of science.

LEVEL 4: LOWER DIVISION CLERK / LOWER DIVISION CLERK (FOR CARETAKING JOB OF HOSTEL) / LOWER DIVISION CLERK (FOR CARETAKING JOB OF GUEST HOUSE) / HINDI TYPIST/ COOK / DRIVER

Written Examination shall be of **Objective Type** comprising 100 Multiple Choice Questions (MCQs) with the following composition, lasting for a duration of 90 Minutes:

Subject	Number of Questions	Maximum Marks	Minimum Marks to be scored to Qualify for Merit List
English	25	25	12 for UR and 10 for SC/ST/OBC/PwD
Maths	25	25	12 for UR and 10 for SC/ST/OBC/PwD
General Knowledge and General Awareness (60% HP based and rest 40% will be outside HP based)	25	25	12 for UR and 10 for SC/ST/OBC/PwD
General Intelligence & Reasoning	25	25	12 for UR and 10 for SC/ST/OBC/PwD
TOTAL	100	100	48 for UR and 40 for SC/ST/OBC/PwD

English: General English, Candidates ability to understand English language, its vocabulary, sentence structure, synonyms, antonyms and its correct usage etc. (Difficulty degree/level of 10+2 Standard).

Maths: Number System, Integers, Average, Ratio & Proportion, Percentage, Simple and Compound Interest, Linear and Quadratic equations, LCM & HCF of Polynomials and their Interrelationship, Theorems of triangle, square, trapezium, circles, their perimeter and area etc.

General Knowledge and General Awareness (12th Standard): The questions will also include sports, history, culture, geography, economy, general polity, Indian constitutions etc. The questions will be such that they do not require a special study of any discipline (60% pertaining to Himachal Pradesh).

General Intelligence & Reasoning: Difficulty degree/level of 10+2 Standard.

**LEVEL 5: MULTI-TASKING STAFF (MTS) / LIBRARY ATTENDANT /
LABORATORY ATTENDANT / MEDICAL ATTENDANT /
KITCHEN ATTENDANT / HOSTEL ATTENDANT**

Written Examination shall be of **Objective Type** comprising 100 Multiple Choice Questions (MCQs) with the following composition, lasting for a duration of 90 Minutes:

Subject	Number of Questions	Maximum Marks	Minimum Marks to be scored to Qualify for Merit List
English	25	25	12 for UR and 10 for SC/ST/OBC/PwD
Maths	25	25	12 for UR and 10 for SC/ST/OBC/PwD
General Knowledge and General Awareness (60% HP based and rest 40% will be outside HP based)	25	25	12 for UR and 10 for SC/ST/OBC/PwD
General Intelligence & Reasoning	25	25	12 for UR and 10 for SC/ST/OBC/PwD
TOTAL	100	100	48 for UR and 40 for SC/ST/OBC/PwD

English: General English, Candidates ability to understand English language, its vocabulary, sentence structure, synonyms, antonyms and its correct usage etc. Difficulty Level- 10th Standard/Matric.

Maths (10th / Matric Level): Number System, Integers, Average, Ratio & Proportion, Percentage etc.

Algebra, Trigonometric Ratios, Mensuration, Statistics and Probability.

General Knowledge and General Awareness (10th Standard): The questions will also include sports, history, culture, geography, economy, general polity, Indian constitutions etc. The questions will be such that they do not require a special study of any discipline (60% pertaining to Himachal Pradesh).

General Intelligence & Reasoning: Difficulty degree/level of 10th/Matric Standard.

4. The candidates must ascertain their eligibility before appearing in the Written Examination / Skill Test. The call of the University for appearing in Written Examination/ Skill Test will not entitle the candidate for his/her appointment in the university.
5. **The list of candidates to be called for Skill Test / Written Examination and details regarding Date, Time, Venue of Skill Test / Written Examination and Hall Ticket/Admit Card shall be notified on the University Website (www.cuhimachal.ac.in) only.** Therefore, the candidates are advised to check the University Website regularly.
6. The ***Skill Test***, wherever applicable is **compulsory**. However, these tests will only be of qualifying nature. **The Candidates qualifying Skill Test shall only be permitted to appear in the Written Examination.**
7. The appointment of the candidate on the basis of marks in Written Examinations shall be provisional and subject to verification of her/his Character & Antecedents; and if applicable her/his Caste/Tribe/Community Certificate from the respective authorities through proper channel. If the verification reveals anything adverse about her/his character and antecedents and/or that the claim to belong to the Scheduled Caste/Scheduled Tribe/Other Backward Class (Non-Creamy Layer), as the case may be, is false, her/his services will be terminated forthwith without assigning any reasons thereof and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificates.
8. The Candidates called for Skill Test / Written Examination must carry atleast one latest identification proof such as Driving Licence/AADHAR card/voter card/Identity Card issued by the University/College/PAN Card etc. in original to the examination centre alongwith admit card issued by the university.
9. **USE OF UNFAIR MEANS:** Candidates are **NOT** permitted to carry Mobile Phone, Calculators or any other electronic / electrical device. Candidates, therefore, **MUST NOT** bring Mobile Phone, Calculators or any other electronic / electrical device inside the Examination premises. Possession of these items, whether in use or not, will be considered as **“use of unfair means”** in the Examination and appropriate action will be taken by the University against such candidates **AND** the candidate will be debarred from the exam.
10. Success in the examination confers no right for selection unless the University is satisfied after such verification, as may be considered necessary about the candidate, having regard to her/his conduct in service, that she/he is eligible and suitable in all respects for appointment to the post for which the examination is conducted.

11. Resolution of Tie Cases

- a. In case of a tie, it will be resolved by giving preference to candidate with "Desirable Qualifications".
- b. If the tie persists, the tie will be resolved by the University by referring to the marks scored by the candidates in the academic background.
- c. If the tie still persists, the candidate older in age gets preference.
- d. If the tie still persists, it is finally resolved by referring to the alphabetical order of names i.e. a candidate whose name begins with the alphabet which comes first in the alphabetical order gets preference.

12. University Decision Final:

The decision of the University in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s), allotment of examination centres and preparation of merit list will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

13. Court's Jurisdiction:

In case of any disputes, any suits or legal proceedings against the University in regard to this recruitment, the territorial jurisdiction shall be restricted to the High Court at Shimla.

Registrar
Central University of Himachal Pradesh
Dharamshala, District Kangra (HP)-176215