

Scheme of Examination and Syllabi for the Notification No.
38/2025, Dt. 01/10/2025

- A. The University will conduct interviews for the posts of **Internal Audit Officer, Executive Engineer and Medical Officer.**
- B. For the posts of **Cook, Medical Attendant/Dresser, Library Attendant and Kitchen Attendant**, only Skill Tests will be conducted.
- C. For the posts of **Assistant Registrar (Public Relations Officer), Private Secretary, Personal Assistant, Security Inspector, Laboratory Assistant, Library Assistant, Upper Division Clerk and Lower Division Clerk**, the scheme of selection includes written test and an Interview/Skill Test as applicable as indicated below. As part of the written test there would be two papers. The medium of examination and interview is English. Paper-I, which is a common and compulsory paper for all the above posts, consists of 100 objective type questions and carries maximum marks of 100, with no negative marks for wrong answers. Duration of Paper-I is two hours. Paper-II will be a descriptive one in the field of specialisation with maximum marks of 100. The duration of Paper-II is three hours.

The candidates are not allowed to bring any mathematical tables, calculators, mobiles, any other digital devices and notes into the examination hall. The candidates are advised to bring HB Pencil, Eraser, Blue Ball pen etc., on their own to write the examination. The Scheme of Examination is as follows:

1. The minimum qualifying marks for Paper I and Paper II separately shall be 45% for the Unreserved and EWS posts and 40% for the posts reserved for OBC category and 35% for the posts reserved for SC/ST/PwBD category.
2. The answer scripts of the candidates for the descriptive test i.e., Paper-II shall be evaluated only in respect of those candidates who secure the minimum qualifying marks in Paper- I.
3. The marks allocated for the Skill Test, wherever applicable, shall be 50 and the minimum qualifying marks in the Skill Test shall be 25. Marks scored in Skill Test do not add up to determine the relative merit of the candidates.
4. Candidates will be called for Interview/Skill Test as applicable based on combined marks secured in Paper I and Paper II.
5. The maximum marks allocated for the interview wherever applicable shall be 20% of the total of maximum marks of Paper I & II and the marks secured by the candidate in the interview shall be added to the marks scored in Paper I and Paper II or single written (descriptive test) test as the case may be, for preparation of the merit list.
6. If two or more candidates for a post secure equal marks in Combined Performance, the relative merit amongst such candidates will be decided based on their marks scored in the Exam leading to their identical Qualification or based on the higher degree possessed by the candidate, whichever is applicable.

Notwithstanding the above, the University at its discretion may hold a single written test (Descriptive Test) and Skill Test, wherever applicable, depending upon the number of candidates, job requirements (such as posts under Technical/Laboratory services, Engineering, Information and Communication Technology, Library services etc.)



The ratio of the number of vacant posts to be filled and the number of candidates to be called for interview shall not exceed 1:15. In order to comply with this requirement of maximum ratio, the University may fix higher criteria at its discretion for the candidates.

If a minimum of three eligible applicants are not available for any vacancy to appear for the written test/interview, the University may at its discretion re-advertise the post at least twice after which the University may take appropriate action with regard to the selection. This condition shall not be insisted upon in case of selection on deputation (without absorption).

In case of posts in which there is a provision for holding a common written test, all the eligible candidates, subject to the minimum 3, may be called for the written test notwithstanding the maximum prescribed ratio. However, the successful candidates in the written test may be called for an interview, wherever required in order of merit subject to a maximum ratio of 1:15.

Services of a scribe will be provided by the University to Visually Handicapped and Orthopedically Handicapped (in both hands) candidates. The discretion of the University is final in this regard. The duration of the examination for such candidates who are allowed the services of a scribe by the University will be 30 minutes more than the normal duration of time for that Paper. The skill test or interview will also be according to the ability of such candidates as decided by the University.

Syllabi for the Written Test and Skill Test wherever applicable are indicated below for each post. The selection is based on the combined merit as indicated above with due regard to reservations.

I. Syllabus for Paper-I for all posts as indicated above:

Subject	Max. Marks	Duration
General Knowledge, General English, Numerical Aptitude, General Intelligence & Reasoning and Basic Knowledge of Computers.	100	2 Hrs.

General Knowledge: Questions will be designed to test the candidate's knowledge in National & International current events/affairs, Science & Technology, Indian History & Culture, Indian & World Geography, Indian & World Economy, Indian Polity with Constitution of India & International Affairs, Scientific Research in India and functionary organizations of higher education system including research organisations & their funding in India. National Education Policy, 2020.

The candidate's interest and knowledge on the above matters will be tested to know the level of his/her every day observation and understanding.

General English: Candidate's ability to understand English language, its sentence structure, writing ability, basic comprehension, vocabulary, their correct usage etc., would be tested.

1. Vocabulary, Spellings, Antonyms and Synonyms
2. Fill in the blanks using correct articles, verbs, prepositions etc.
3. Grammar, sentence formation, identification of errors in sentences
4. Parts of speech, degrees of speech, direct-indirect speech, active-passive voice
5. Idioms and phrases
6. Comprehension of a given passage in English.

Quantitative/Numerical Aptitude: The scope of the test will be computation of whole numbers, decimals, fractions and relationships between numbers, Percentage, Ratio &



Proportion, Square roots, Averages, Interest, Profit and Loss, Discount, Partnership Business, Time and Distance, Time & Work, Graphs, Triangle and its various kinds of centres, Heights and Distances, Histogram, Frequency polygon, Bar diagram & Pie chart.

Basics of Statistics. Elements of Averages, Mean, Median and Mode, Ogives, Study of Graphs, Charts and Tables etc.

General Intelligence: It would include questions of both verbal and non-verbal type. This component may include questions on syllogism, analogies, similarities and differences, missing numbers, characters and sequences, space visualization, spatial orientation, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning and verbal and figure classification, arithmetic number series, non-verbal series.

Basic Computer Skills: Characteristics of Computers, Computer Organisation/Configuration including RAM, ROM, File and Folder Systems, Input/ Output Devices, Computer Software-Relationship between Hardware and Software (Open source and licensed), Operating System, MS Office (exposure to Word, Excel/Spread sheet, Power Point), Conversion of Word file to PDF file, Search Engines, Browsers, Internet, Mail, Servers, Computer Peripherals, Tally, ERP, ICT in Education, Technology and Society-Indian IT Act, Digital Signatures, Application of information technology in Government for E-Governance, Information Kiosks.

II. Syllabi for Paper –II (Post-wise): All the papers are descriptive with maximum marks of 100 and the duration of the examination is 3 hours.

1. ASSISTANT REGISTRAR (PUBLIC RELATIONS OFFICER):

PART – A (60 marks)

- a) Communication process, theories and models. Types of mass communication; Media and Society - Media and Social change; problems barriers, diffusion and adoption theories.
- b) Development communication, scope, issues, contents, effects problems, relevance, use of multi-media, etc. Strategies - adaptation to rural India.
- c) Newspaper Reporting and writing - Types of reporting; techniques; investigative, advocacy, depth; specialised reporting; Courts and Crime; writing for specialised newspapers and magazines; sourcing, data gathering etc.
- d) Principles of editing, design and layout, production and printing methods - current trends in newspapers and magazines;
- e) Broadcasting system in India; scope and nature; low cost media, relative advantage and satellite communication. Role of radio and TV in multi-lingual society - kinds of radio and TV programmes, impact of Radio and TV - Audience participation.
- f) Basic communication research, types of research, basic applied, policy research, Impact studies, research methods, stages of research; research tools and sampling.
- g) Comparative history of media - Press & Broadcasting highlights of the history of Indian Press, Press in Indian Languages. Media Laws, Constitution of India, Press Council and Codes of Ethics.
- h) Public Relations, Place of PR in communication, PR process and campaign planning, etc Public Opinion and propaganda.



- i) Organization and functions of public relation departments in private and public sector organisations, characteristics of the PR man, various publics, internal and external.
- j) PR planning, press relations, industrial relations, consumer, community, government, company relations, PR and the management.
- k) Tools of public relations: press releases, newsletter, brochure, house journals, advertising, exhibitions, annual reports. PR and corporate image; public relations in central and state government in India.
- l) Role of PR in developing countries, role of multimedia publicity; Rural PR.
- m) Trends, issues, contents - Environmental analysis and policy surveys, PR and Opinion research.

PART – B (40 marks)

- a) General Essay
- b) Precis Writing
- c) Letter Drafting
- d) Comprehension in English

Personality Test/Interview:

The interview/personality test shall be conducted in such a manner that the candidates' suitability for the post is tested.

2. PRIVATE SECRETARY:

- a) The questions will be designed to test the candidate's knowledge and awareness on higher education system in India, its regulatory bodies and recent developments in the field, basic concepts and principles of Institutional Administration including Organization, Hierarchy, Statutory Bodies and Authorities and their Responsibilities, Co-ordination, Centralization and Decentralization, Delegation of Powers;
- b) General Conditions of Service; Pay and Addition to pay; Confirmation of Appointment; Dismissal, Removal and Suspension; Foreign Service; Deputation, Lien; TA Rules; LTC Rules; Leave Rules; Medical Attendance Rule & CGHS; CCS (Conduct) Rules, 1964; CCS (CCA) Rules 1965, CCS (Pension) Rules; New Pension Scheme and Code of Ethics;
- c) Office Procedure; Parliamentary Procedures; Record Management; Public Administration;
- d) Application of Information Communication Technology (ICT) and other modern technologies in the University system

Skill Test: Stenography and Type writing.

3. PERSONAL ASSISTANT:

- a) Office Procedure & Office Management
- b) Medical Attendance Rules
- c) LTC Rules
- d) Travelling Allowance Rules
- e) CCS Leave Rules
- f) CCS (CCA) Rules, 1965

- g) CCS (Conduct) Rules, 1964
- h) Joining Time Rules.
- i) Provident Fund Rules & New Pension Scheme
- j) Secretarial Practice

Skill Test:

- a) Dictation: 10 minutes @ 60 wpm
- b) Transcription: 40 minutes (English)/55 minutes (Hindi)
- c) Typing Speed Test: 35 wpm in English or 30 wpm in Hindi

4. SECURITY INSPECTOR:

Part – A:

Physical Protection System – Objectives, Concepts, Measures, Security Culture

- a) Security Lighting
- b) Security Patrolling
- c) Security Communication
- d) Security Measures – Personnel, Buildings, Property and Facilities
- e) Threats Definitions – Insiders and Outsiders
- f) Protection against Theft, Sabotage and Unauthorized Removal
- g) Intrusion Detection – Watch Tower, Detection Elements, Probability of Detection, Perimeter/ Outdoor / Interior intrusion
- h) Access and Control System:

Personal Access and Control: Credential Based and Biometric Based; Key and Lock Management – Manual and Automated System – Manual Assessment vs CCTV Camera, General Area CCTV Surveillance Recording and Alarm Assessment System; Communication Methods and Systems – Wireless, Telephone, Mobile, Flags etc., Distress/Duress Alarm System.

Material Access and Control: Movement of Material – Special Items / Equipment / Computers etc.; Gate Pass, Knowledge and Use of X-Ray Baggage Scanner; Explosive Detector, SNM Monitors – Use of Dogs.

Vehicle Access and Control: Manual Checking of Vehicles as per Security Manual and Vehicle Scanners and Hand Detectors;

Access Delay Elements: Concept of Delay and Delay in Depth; Security Walls/ Fences/ Gates/ Doors etc.; Delay Elements – Boom Barriers, Road Blockers, Speed Breakers, Dispensable Barriers, Door Locks etc.

Part – B

S.N.	Bare Act- Indian Penal Code	Sub-Topic
1.	Offences Against Public Tranquillity	Unlawful Assembly - Section 141, 142, 145 Riots – Sec 146 to 148
2.	Offences Related to Public Servants	Section 161, 162, 163

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3.	Public Nuisance	Section 268
4.	Rash Driving	Section 279
5.	Offences Against Human body	Offences Affecting Life – Section 300, 302, 304A, 306, and 307 Hurt and Grievous Hurt – Section 319, 320, 323, 324, 325, 327, 328, 332, 333, 337 and 338 Assault – Section 351 Assault or Criminal Force to Deter Public Servant from Discharge of His Duty – Section 353 Assault or Criminal Force to Woman with Intent to outrage her Modesty – Section 354 Word, Gesture or Act intended to insult the Modesty of a Woman – Section 509
6.	Offences Against Property	Theft – Section 378 to 381 Criminal Trespass – Section 441, 447 House Breaking – Section 445

Skill Test: Running 2.4 Km in 15 minutes and Command in conduct of drill.

5. UPPER DIVISION CLERK:

- Fundamentals of Book Keeping, Double-entry and Single-entry systems, Journals, Subsidiary books & Ledgers, Maintenance of cashbook, Bank Reconciliation Statement, Trial balance, Errors & their rectifications, Depreciation, Provision & reserves, Profit & Loss and final accounts.
- Basic knowledge of Reservation and Concessions for SC, ST, OBC, EWS, PWD, Defence Personnel etc.; of Central Civil Services (CCS) rules; RTI Act.
- Awareness on the University Act and Administration and Finances in Institutions of Higher Education.
- General Rules on Pay and Allowances
- Knowledge and application of Office Procedures, Rules & Regulations
- English with special reference to skill in noting/drafting
- Situation Test essay, where the candidate's reaction would be sought on a given situation test case.
- Knowledge of computers with special reference to knowledge of MS Word processing, Data analysis packages.

Skill Test: Computer Skill Test: Qualifying Speed 30 wpm in English or 25 wpm in Hindi

6. LABORATORY ASSISTANT:

- Knowledge of laboratory safety practices, Preparation of normal and molar solutions, sample preparation: wet digestion & dry-ashing.
- Analytical analysis of important parameters: pH, Turbidity, Electrical Conductivity, Alkalinity, Acidity, Total Solid, Total Dissolved Solid, Total Suspended Solid, Hardness, Free CO₂, Dissolved Oxygen, Biochemical Oxygen Demand, Chemical Oxygen Demand, Phosphate, Nitrate, Ammonia, Sulphate, Iron.

- c) Microbial media: Bacterial & Fungal, Pure Culture Technique, Sterilization, Staining & Sampling techniques for vegetation, Soil, Water, & Air Measurement techniques for Weather Parameters, Radiation, Aerosols, Black Carbon, Soil moisture, Upper Air Profiling, Laboratory Safety, Preparation of Lab manuals.

Skill Test: Applicable for the job.

7. LIBRARY ASSISTANT:

- a) **Library Management:** Collection development: Types of Documents and Selection Principles, Acquisition Procedure, Acquisition of Journals and Periodicals, Preparation of Documents for use; Library Personnel and Library Committee, Library Rules and Regulations; Library Finance and Budget; Principles of Library Management, Library Organisation and Structure; Use and Maintenance of the Library – Circulation, Maintenance, Shelving, Stock Verification, Binding and Preservation, Weeding out, etc.
- b) **Library Classification Theory and Practice:** Canons and Principles, Library Classification Schemes – DDC, CC, UDC
- c) **Library Cataloguing Theory and Practice:** Canons and Principles; Library Cataloguing Codes – CCC and AACR
- d) **Reference and Information Sources:** Bibliography and Reference Sources – Types of Bibliography; Reference Sources – Dictionaries, Encyclopaedias, Ready Reference Sources, etc.; Sources of Information – Primary, Secondary, Tertiary, Documentary, Non-Documentary; E-Documents, E-Books, E-Journals, etc.

Skill Test: Applicable for the job.

8. LOWER DIVISION CLERK:

- a) Fundamentals of Book Keeping, Double-entry and Single-entry systems, Journals, Subsidiary books & Ledgers, Maintenance of cashbook, Bank Reconciliation Statement, Trial balance, Errors & their rectifications, Depreciation, Provision & reserves, Profit & Loss and final accounts.
- b) Basic knowledge of Reservation and Concessions for SC, ST, OBC, EWS, PWD, Defence Personnel etc.; of Central Civil Services (CCS) rules; RTI Act.
- c) Awareness on the University Act and Administration and Finances in Institutions of Higher Education.
- d) General Rules on Pay and Allowances
- e) Knowledge and application of Office Procedures, Rules & Regulations
- f) English with special reference to skill in noting/drafting
- g) Situation Test essay, where the candidate's reaction would be sought on a given situation test case.
- h) Knowledge of computers with special reference to knowledge of MS Word processing, Data analysis packages.

Skill Test:

- a) English Typing Speed @35 w.p.m./ Hindi Typing Speed @ 30 w.p.m. (Time allowed- 10 minutes)
- b) Letter Typing and Test of working knowledge of MS Office.


Prof. R.R. BIRADAR
REGISTRAR
Central University of Karnataka
KALABURAGI

