

## PUBLIC NOTICE 10<sup>th</sup> Oct 2024

### **Scheme & Syllabus for Stage-II (Descriptive Type) paper of Central University of Odisha Recruitment Examination 2024 and tentative schedule of exam.**

- 1) The candidates who have Qualified the Stage-I, of the Central University of Odisha Recruitment examination held for various Non-teaching Group A, Group B & Group C posts are hereby informed about the Scheme & Syllabus of the Stage II (Descriptive Type) Exam.
- 2) The Syllabus for Stage II (Descriptive Type) Examination for Group A, B & C posts is given in **ANNEXURE I and II** respectively.
- 3) The Stage-II (Descriptive Type) exam will be conducted in the month of November 2024 in Bhubneshwar city.
- 4) The information about exact date(s), venue & Admit Card shall be made available in due course of time.
- 5) The candidates are advised to keep visiting the NTA website <https://nta.ac.in/> & <https://exams.nta.ac.in/CUREC/> for the latest updates. Candidates can call NTA Help Desk at 011- 69227700, 011- 40759000 for any queries or /clarifications.

**Sd/-**  
**Director (Exams) NTA**

## Scheme & Syllabus of Examination for Recruitment to Non-Teaching Posts of Group A, B & C in Central University of Odisha

ANNEXURE-I				
The Scheme of Examination for Stage - II (Descriptive Type) for GROUP-A posts is as follows:				
Section	No. of Questions	Marks Per Question	Word Limit Per Question	Total Marks for the Section
Section A	15	2	20	30
Section B	10	5	100	50
Section C	02	10	200	20
TOTAL Number of Questions = 27 TOTAL Number of Marks =100				
Central University of Odisha - Syllabus for GROUP A Stage -II Descriptive Type Exam				
SR.NO.	POST NAME	SYLLABUS		
1	SYSTEM ANALYST	1.Languages like C/C++/JAVA/Python etc. 2.Databases: MySQL/ORACLE with PHP etc. 3.Foundations and practices under WINDOWS/ LINUX/ UNIX platforms. 4.Essentials of Networking (LAN/WAN) including network Administration. 5.Computer Security Administration. 6.Data Structures & Algorithms. 7.Compiler Design. 8.Information System and Software Engineering. 9.Web Technology. 10.Software Testing.		
2	INFORMATION SCIENTIST	1.Library/ Office Automation. 2.Maintenance of e resource. 3.Content management. 4.Server configuration. 5.Data base management. 6.Programming 7. Development of websites/portals 8. Information systems. 9.Gateway and networking.		

3	ASSISTANT REGISTRAR	<p> <b>1.Service Matters:</b> FR &amp; SR, LTC Rules, Leave Rules, CCS Conduct Rules, TA/DA Rules, Medical Attendance Rules, Disciplinary &amp; Vigilance, RTI Act, Office Procedure, Central University Act and Statutes, Reservation in Service Rules, etc., DPC, Pay Fixation, Seniority, Legal Matters, Foreign Service, Deputation, Labor Laws, Service Rules, CCS(Pension) Rules, New Pension Scheme  <b>2.Financial Administration:</b> General Financial Rules (GFR), Elementary knowledge of Income Tax, GST Rules, Banking procedures of budgeting.  <b>3. Public Procurement:</b> Procurement of Goods and Services, GeM Rules and Procedures, Central Public Procurement Portal: Tendering, Procuring, etc., Contract Management, Inventory Management, Procurement Manuals, Import of Goods.  <b>4. Noting &amp; Drafting Skills</b> </p>
4	HINDI OFFICER	<p> <b>1.Hindi language:</b> Sentence correction and completion; reading comprehension and inferences  <b>2.Rajbhasha niyamavali</b>  <b>3.Hindi vyakaran</b>  <b>4. Scientific and technical terminology</b>  <b>5.Translation from English to Hindi for technical matter/vyavaharik anuvaad.</b>  <b>6.Translation from Hindi to English for technical matter/vyavaharik anuvaad</b>  <b>7.Essay writing in Hindi</b>  <b>8. Noting &amp; drafting Skills</b> </p>

ANNEXURE-II				
Central University of Odisha - Syllabus for GROUP- B & C Stage -II Descriptive type Exam				
A 120 minutes examination will comprise of 2 Sections. Section A common for all posts. Section B Post/Domain Specific.				
S.No.	Post Name	SECTION A - Common topics for all Post TOTAL MARKS = 60	Word Limit	Marks
1		Essay Writing	300	10
		Comprehension	300	10
		Letter Writing		10
		Drafting		10
		Translation Hindi to English	(100-150 words each)	10
		Translation English to Hindi	(100 - 150 words each)	10
		<b>SECTION - B Domain Specific Topics (8 Questions X 5 Marks) - Short Answers Type TOTAL MARKS = 40</b>		
2	Section Officer/ Assistant/Personal Assistant/ Semi Professional Assistant/Private Secretary/Upper Division Clerk/ Lower Division Clerk/ Hindi Typist	Knowledge on Office Procedure i.e. CSMOP FRSR, NPS, GFR, GeM, Establishment, GoI Rules, Labour Laws, RTI Act Service Conditions, CCS Rules Central University Act, Statute, Ordinance		40
3	Security Inspector	Private Security Agencies (Regulation) Act, 2005 and Private Security Agencies Central Modal Rules, 2020 Central University Act, Statute, Ordinance Knowledge on Office Procedure i.e. CSMOP Situational Judgement Labour Laws in India as applicable to University System		40
4	Statistical Assistant	Knowledge on Office Procedure i.e. CSMOP FRSR, GFR, GeM, Establishment, GoI Rules Types of data, sampling and data collection, data entry & coding, Classification, tabulation, graphic and diagrammatic representation, Averages, dispersion, skewness, kurtosis, correlation and		40



		regression, interpretation of data and results of analyses	
5	Hostel Attendant	Procurement of food ingredients, techniques of cooking/baking, preparing and displaying/serving a variety of foods etc., caters special events as required, maintaining food quality and standards, maintaining clean work areas, utensils and equipment and kitchen inventory control etc.	40
6	MTS	Computer Knowledge, Knowledge on Office Procedure i.e. CSMOP	40
7	Library Assistant	Questions will be designed to test the knowledge and awareness on Library Information Science and recent development in the field of Library Science. The questions may be from all the spheres of library science.	40
8	Library Attendant	Subjective questions related to computer knowledge and knowledge on circulation (Issue, return & renewal), assistance to users, assistance in stock verification, assistance in the repair of damaged books etc. and assistance in reprographic section.	40
9	Laboratory Attendant	Questions will be designed to test the knowledge of science, laboratory equipment and lab practice. Questions related to basic subject areas including Physics, Chemistry, Life Sciences, Good Lab Practices, maintenance and cleaning of equipment, safety precautions, use of Lab symbols & signs, inventory control, maintenance of lab records, specialized computer skill, and knowledge on Lab instruments, Knowledge on Office Procedure i.e. CSMOP.	40
10	Junior Engineer (Elect.)	The questions will be designed to test the ability of the candidate's knowledge on the following subjects: Basic knowledge pertaining to functional, procedural aspect of the work profile of the post concerned. Situation test analysis, where the candidate's reaction would be sought on a given situation test case. Basic concepts of electrical engineering, Circuit law, Magnetic circuit, AC fundamentals, Measurement & Measuring instruments, Electrical Machines, Synchronous machines, Generation, Transmission, Distribution, Estimation & Costing, Basic electronics. FRSR, GFR, GeM, Establishment, GoI Rules.	40

11	Laboratory Assistant	Questions will be designed to test the ability of the candidate's knowledge in the laboratory and recent development in the field and on the following subjects. Subject specific laboratory based practical questions. Knowledge of computers with special reference to knowledge of Word Processing and Data Analysis Packages.	40
12	Hindi Translator	Translate into English Sentences/Translate into Hindi Sentences, Write the correct answer (Questions from Hindi language, literature and Official language), Translate into English (One paragraph)/Translate into Hindi (One paragraph), Correct the sentences, Knowledge on Office Procedure i.e. CSMOP.	40
13	Driver	Questions related to driving skills and procedures, duties of drivers, fuel efficiency and fuel economy, basic maintenance of the vehicle, servicing, emergency handling techniques, tools and documents required with the vehicle, types of vehicles, traffic Rules & Regulations, ability to recognize traffic signals, traffic signs, hand signals and road markings, simple queries about the assemblies of vehicle systems, Vehicle & Environmental Pollution i.e. Petrol and Diesel Vehicle, CNG Operated Vehicle, Noise Pollution, etc, Knowledge of Maintenance of Vehicle, i.e., tyre pressure, battery water level, quantity & grade of oils to be used, coolant, the tension of belts/ hose pipes etc.	40
14	Pharmacist	Questions related to Anatomy, Physiology, Pharmaceutical Microbiology, Biochemistry, Pharmacology, Pathophysiology of Diseases, Pharmaceutics, Pharmaceutical Chemistry, Medicinal Chemistry, Pharmacognosy, Advanced Industrial Pharmacy, Pharmaceutical Jurisprudence, Bio pharmaceutics and Pharmacokinetics, Pharmaceutical Biotechnology, Novel Drug Delivery System, Biostatistics, Social and Preventive Pharmacy, Pharmaceutical Marketing, Pharmacovigilance, Cell and Molecular Biology, Pharmaceutical Engineering, Formulative Pharmacy, Bioethics and Bio- safety, knowledge on office procedure, noting and drafting	40
Note: The Level of difficulty for Group A, B & C Posts shall be different.			

**General Instructions for the GROUP-A, B & C Examination (Stage - II):**

1. The question paper would be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The questions will be of the level of degree/diploma/matriculation examination for respective posts as per educational requirement eligibility for the post mentioned in CRR of the university.
3. The minimum qualifying marks for Stage-II for different categories viz., UR/OBC/SC/ST/EWS/PwD etc., shall be as per specified by the university.
4. There shall be no negative marking for wrong answers in the Paper.
5. Applicants must ensure they possess the prescribed qualification and experience as on the closing date of application specified in the advertisement.
6. Candidates found doing cheating or any misconduct during the examination are liable to be disqualified for the exam.
7. Candidates shall be allowed to carry with them inside the examination center only the items specified in the Instructions in the Admit Card.
8. Candidates shall be intimated about the Date and Venue of examination of their in due course of time and much before the actual date of exam. No request for change in exam city shall be accepted.