



हैदराबाद विश्वविद्यालय
UNIVERSITY OF HYDERABAD

Addendum to Employment Notification
No. UH/Rectt./NT/2024-03 dated 20/06/2024

**SCHEME OF EXAMINATION FOR NON-FACULTY POSTS
ON DIRECT RECRUITMENT**

The scheme of examinations (Written & Skill Tests) and interviews for various non-faculty positions advertised *vide* the notification mentioned above shall be as follows:

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| I. <u>For Deputation posts of Deputy Registrar, Internal Audit Officer and Executive Engineer</u> | |
| Interview | Personal interview with the Selection Committee |

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| II. <u>For the post of Senior System Analyst</u> | |
| Multiple Choice Questions (MCQ) on Web Scripting languages like HTML 5, JavaScript, jQuery, Hosting of Website on IIS, WAMP/ LAMP/ XAMP, Any RDBMS. Web application deployment on AWS/ Azure Cloud, Programming language (s), Nodejs, Angular Js, Ngnix, Computer Networking Basics, Linux Commands and Shell Scripting, SSL, Advance Excel and Basics of Computer/ Network Security, Google Workspace and apps. | |
| Interview | Personal interview with the Selection Committee |

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| III. <u>For the post of Networking Engineer</u> | |
| Multiple Choice Questions (MCQ) on Hosting of Web Apps on IIS, WAMP/ LAMP/ XAMP, Windows System Administration, Linux Administration, Network Switches Programming at Core, Distribution and Access level, Configuration of Active Directory, DHCP, DNS, Linux Commands and Shell Scripting, SSL, Advance Excel Computer/ Network Security, Google workspace Administration. | |
| Interview | Personal interview with the Selection Committee |

| IV. For the posts of Assistant Director of Physical Education | |
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| Multiple Choice Questions (MCQ) on (i) Concepts, Practices, Rules and Regulations Pertaining to the Universities, Other Higher Education Institutions and Regulatory Authorities, and (ii) Domain Knowledge and Knowledge about practice of Sports and Sports Coaching. | |
| Interview | Personal interview with the Selection Committee |

| V. For the posts of Assistant Registrar | |
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| A. Paper-I | Multiple Choice Questions (MCQ) on (i) General Awareness, with a focus on current affairs, including familiarity with working in Higher Education Institutions and General Administration, etc. (ii) Mental Ability and Reasoning, (iii) Quantitative Ability (iv) General English and Computer Awareness, etc. |
| B. Paper-II | Descriptive Test on Essay Writing, Noting and Drafting, Data Analysis and Presentation, Domain knowledge of establishment, accounts and academic practices & procedures in the University System, General Administration, Basic administrative practices, etc. |
| C. Interview | Personal interview with the Selection Committee |

| VI. For the posts of Section Officer and Senior Assistant | |
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| I. Paper-I | Multiple Choice Questions (MCQ) Type (i) General Awareness, with a focus on current affairs, including familiarity with working in Higher Education Institutions and General Administration, etc (ii) Mental Ability and reasoning, (iii) Quantitative Ability (iv) General English and Computer Awareness, etc. |
| B. Paper-II | Descriptive Test on Essay and Letter Writing, Noting and Drafting, Fundamental and Supplementary Rules, GFR, Purchase procedures, Allowances and Advances, Conduct and Disciplinary Rules, Reservation Rosters, Pay Fixation, Promotions and Financial Upgradations, Travelling Allowance Rules, Retirement Schemes/benefits and General administration etc. |

| VII. <u>For the posts of Office Assistant and Junior Office Assistant</u> | |
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| A. Paper-I | Multiple Choice Questions (MCQ) on General Awareness, Reasoning Ability, Quantitative Ability, and General English, etc. |
| B. Paper-II | Descriptive Test on: |
| Office Assistant | (i) General English, Essay, Precis, noting and drafting (ii) Domain knowledge of Establishment, Accounts, Examinations, Office Procedure and General Administration, etc. |
| Junior Office Assistant | General English, Essay, Precis, letter writing, comprehension and applied English Grammar, etc.) |
| C. Skill Test | Typing test on computer: Typing speed of at least 35 words per minute in English or 30 words per minute in Hindi Typing. |

| VIII. <u>For the posts of Personal Assistant and Stenographer</u> | |
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| A. Paper-I | Multiple Choice Questions (MCQ) on General Awareness, Reasoning Ability, Mathematical Ability, Test of Language English or Hindi. |
| B. Paper-II | Descriptive Test on: |
| Personal Assistant & Stenographer | 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; Should possess good Communication Skills, English Language Proficiency, Knowledge of Computers with special reference to knowledge of word processing, data analysis packages, Essay. |
| C. Skill Test | Typing test on computer: |
| Personal Assistant | Dictation: 10 minutes @ 100 w.p.m. Transcription: 40 minutes English/ 55 minutes Hindi |
| Stenographer | Dictation: 10 minutes @ 80 w.p.m. Transcription: 50 minutes English/ 65 minutes Hindi |

| IX. <u>For the posts of Senior Technical Assistant, Technical Assistant and Laboratory Assistant</u> | |
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| A. Paper-I | Multiple Choice Questions (MCQ): Test of General Science and Awareness, Reasoning Ability, Mathematical Ability, Test of English Language |
| B. Paper-II | Descriptive Test on: |

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| Senior Technical Assistant | Subject specific laboratory based practical questions in the areas of Physical/ Chemical/ Life Sciences and Engineering. |
| Technical Assistant | |
| Laboratory Assistant | |
| C. Skill Test | Typing test in Lab: |
| Senior Technical Assistant | Skills pertaining to subject matter of the concerned post would be assessed through a skill test: |
| Technical Assistant | The skill test shall be conducted in a manner which will elicit the ability of the candidate in handling various scientific experiments/ tests, as the case may be in a typical laboratory setup of the concerned department. |
| Laboratory Assistant | |
| | This skill test is aimed to check the practical knowledge of the candidate in terms of various Do's and Don'ts in a laboratory related to various hazards, precautions etc. |

| X. For the post of Assistant Engineer (Civil/ Electrical) | |
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| A. Paper-I | Multiple Choice Questions (MCQ) on General Awareness, Reasoning, Quantitative Aptitude, and General Engineering (Civil) or General Engineering (Electrical), etc. <i>depending upon the post.</i> |
| B. Paper-II | Descriptive Test: |
| Assistant Engineer (Civil) | Building Materials, Surveying, Soil Mechanics, Hydraulics, Environmental, Structural Engineering, Estimation, Costing and Valuation, Concrete Technology, RCC Designs (RCC Beams and steel Design), Transportation Engineering (Highways/Roads/pavements/roads drainage/traffic signals, operations, markings, etc.), Environmental Engineering (water & sewerage systems, solid waste management, pollution control, etc.) Contract management/quality control /Project management, Safety management, knowledge of CAD along with knowledge of software, etc., and other related fields about the job. |
| Assistant Engineer (Electrical) | Basic Electrical Engineering concepts, Estimation and costing, Measurements and measuring instruments, Electrical Machines, Generation, Transmission and distribution, Air-Conditioning and refrigeration, Generators, Basic Electronics, Fire Safety Systems, Water Supply Installations, Lighting and wiring, Earthing Systems, HT & LT Supply, Contract management/Quality Control/ Project management, Safety management, knowledge of CAD & other engineering drawing software, etc. and other related fields about the job. |

| XI. For the post of Junior Professional Assistant | |
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| A. Paper-I | Multiple Choice Questions (MCQ) on Library Science and aptitude, Information Science and Technology, Classification & cataloguing, Management of Library and Information Centres, Library Automation and Digital Library General Awareness, Reasoning Ability, Mathematics Ability, General English, etc. |
| B. Paper-II | <p>Descriptive Test on:</p> <p>Knowledge and application of Library and Information Science Procedures, Rules and Regulations.</p> <p>Knowledge of ICT with special reference to Library Software packages of word processing, data analysis packages, Analog audio/video tapes/cassettes identification, arrangements, classification & cataloguing, library books stack management, and preservation of digital audio/video files identification and management through software.</p> <p>Basic knowledge of broadcast audio/video parameters. Virtual reference services, stock verification, automation & digital library, website development and maintenance, cloud storage and server, remote access & discovery services, research tools, research data handling, Library networking & resource sharing, and other spheres of library operation/services.</p> |

| XII. For the posts of Laboratory Attendant | |
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| A. Paper-I | Multiple Choice Questions (MCQ) on Physical and Biological Sciences, General Awareness, Quantitative Ability, and Basic English. |
| B. Paper-II | Skill Test: to test the candidate's ability to identify and handle laboratory equipment & tools, protocols & procedures, and safety measures, etc. |

Important Note: *The topics of the syllabus mentioned above for all the posts are only illustrative and not exhaustive.*

Important instructions, qualifying marks, tie-breaker rules, etc.

1. The question papers shall be in English medium only and the answers in the descriptive papers must also be written in 'English' only.
2. The questions in the tests will be of the level of qualifying examination, which is prescribed as the minimum eligibility criterion for each post.
3. The minimum qualifying marks to be secured in Paper-I shall be 40% for all categories. The answer scripts of the candidates for the Descriptive Test (Paper-II) of a candidate shall be evaluated only in respect of those candidates who secure the minimum qualifying marks i.e. 40 % in Paper-I. The candidates who secure 50% marks in Paper-II shall be called for the Skill Test/Interview, wherever applicable.
4. The marks allocated for the skill test, wherever applicable, shall be 50 and the minimum qualifying marks in the skill test shall be 25. The merit list of the candidates shall be drawn based on the performance in Paper-I (Objective Type Test) and Paper-II (Descriptive test) and Interview (wherever applicable) subject to qualifying in the skill test, wherever applicable.
5. Notwithstanding the above, the University at its discretion may hold 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.)
6. The select list for appointment shall be drawn based on the aggregate score in both Paper-I and Paper-II combined, where there is no interview component. Where the interview component also exists, the select list shall be drawn up based on aggregate marks secured in all the tests and interviews, in the order of merit.
7. The Marks allocated for the interview wherever applicable shall be 20% of the total marks and 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 the preparation of the merit list.

8. **Rules for Tie-break:**

In the case of two more candidates securing the same aggregate marks,

Rule (1) The candidate who secured more marks in the aggregate qualifying examination prescribed as the minimum eligibility criterion in the Notification for the respective post will be given preference.

Rule (2) If two or more candidates are still tied with the same marks after applying Rule (1), the candidate/s senior in age will be given preference.

Rule (3) If the tie is not broken after applying the above two Rules, it will be decided through the draw of lots.

Date: August 06, 2024


REGISTRAR