

SCHOOL OF PLANNING AND ARCHITECTURE BHOPAL
Scheme of Examination for below mentioned Group B & C non-teaching positions:

Group 'B' Post: Personal Assistant

Paper I	% of marks
Part A- Numerical and Mathematical Ability	10
Part B- General Aptitude and Logical Reasoning	10
Part C- General Awareness and Current Affairs	10
Part D- General English	10
Paper II	
#Domain Knowledge / Field related questions	40
Skill Test (Stenography and transcription test)	20
Total Marks	100

Note:

1. *Skill Test and Written Test for the post of Personal Assistant will be conducted for all shortlisted candidates.*
2. *Written Test (Paper-I & Paper-II) for the post of Personal Assistant will be objective type with MCQ without negative marking.*

Group 'C' Post : Technical Assistant

Paper I	% of marks
Part A- Numerical and Mathematical Ability	5
Part B- General Aptitude and Logical Reasoning	5
Part C- General Awareness and Current Affairs	5
Part D- General English	5
Paper II	
#Domain Knowledge / Field related questions	60
Skill Test	20
Total Marks	100

Note:

1. *Skill Test and Written Test for the post of Technical Assistant will be conducted for all shortlisted candidates.*
2. *Written Test (Paper-I & Paper-II) for the post of Technical Assistant will be objective type with MCQ without negative marking.*

Group 'C' Post : Communication System Operator

Paper I	% of marks
Part A- Numerical and Mathematical Ability	5
Part B- General Aptitude and Logical Reasoning	5
Part C- General Awareness and Current Affairs	5
Part D- General English	5
Paper II	
#Domain Knowledge / Field related questions	60
Skill Test	20
Total Marks	100

Note:

1. *Skill Test and Written Test for the post of Communication System Operator will be conducted for all shortlisted candidates.*
2. *Written Test (Paper-I & Paper-II) for the post of Communication System Operator will be objective type with MCQ without negative marking.*

Group 'C' Post : Library Assistant

Paper I	% of marks
Part A- Numerical and Mathematical Ability	5
Part B- General Aptitude and Logical Reasoning	5
Part C- General Awareness and Current Affairs	5
Part D- General English	5
Paper II	
#Domain Knowledge / Field related questions (including skill based questions from the domain knowledge)	80
Total Marks	100

Note:

1. *Written Test (Paper-I & Paper-II) for the post of Library Assistant will be objective type with MCQ without negative marking.*

Group 'C' Post: Junior Assistant

Paper I	% of marks
Part A- Numerical and Mathematical Ability	20
Part B- General Aptitude and Logical Reasoning	20
Part C- General Awareness and Current Affairs	20
Part D- General English	20
Paper II	
Skill Test (computer proficiency test)	20
Total Marks	100

Note:

1. *Written Test (Paper-I) for the post of Junior Assistant will be objective type with MCQ without negative marking.*
2. *Skill Test will be separately conducted Only for the candidates who qualify in the Written Test.*

Indicative Syllabus for Paper – I for above mentioned Group B & C Positions

Paper I
<u>Part A- Numerical and Mathematical Ability</u> Arithmetic - up to 10th Standard. Numerical Computation, Numerical Reasoning, Data Reasoning and Data Interpretation etc.
<u>Part B- General Aptitude and Logical Reasoning</u> Number series, Letter series, Coding decoding, Direction sense, Blood relations, Mathematical reasoning, Statements and Conclusions, Logical Reasoning etc.
<u>Part C- General Awareness and Current Affairs</u> Current Affairs, Government Schemes. Economics, Geography, Indian History, Indian Polity, Indian Constitution etc.
<u>Part D- General English</u> Comprehension, Grammar, Sentence correction, One words, Antonyms, Synonyms, Idioms and Phrases, Clauses, Articles, Prepositions etc.

Syllabus for Paper-II Domain Knowledge for below mentioned Group B & C Positions

Personal Assistant	Stenography, Computer Proficiency (Knowledge of MS Windows and MS Office, Internet, and email system), Office Procedures, Files / Record Management, organizing the appointments, screening of phone calls, Rajbhasha compliances, Compliances under RTI Act, 2005 and relevant domain knowledge
Technical Assistant	Fundamentals of Technology & Operating System, Computer system architecture, Computer Assembling & Troubleshooting, Computer Networks (LAN, WAN, MAN), Installation and configuring software and hardware, Basics of Data Structure, Tools and Safety measures, etc.
Communication System Operator	Fundamentals of Technology & Operating System, Computer system architecture, Computer Assembling & Troubleshooting, communication skills, Computer Networks (LAN, WAN, MAN), Installation and configuring software and hardware, Basics of Data Structure, Tools and Safety measures, EPABX/Communication Equipments/ Internet-servers, etc.
Library Assistant	Principles of Library management, classification practices of library, library Cataloguing, Basics of IT and information services, Laws of Library Science. Knowledge of Library Management Software, Digital Library Softwares, tools, electronic library services, etc., Working Knowledge of KOHA/Dspace and other library management and digital library software, Database search and Literature search, Catalogue classification, MS Office Applications (MS Word, Excel, Power Point).

Skill Test shall be separately conducted on the following areas for the below mentioned posts.

Personal Assistant	Stenography and transcription test, Letter / Note writing, MS Office Applications (Word, Excel, PowerPoint), Knowledge of Govt. of India rules.
Technical Assistant	Assembling of PC, Installation of systems and troubleshooting, BIOS settings. Installation and testing of a printer, Printer maintenance, Scanner installation, Webcam installation, making various types of cables for networking. Installation and maintenance of UPS system and various networking devices like Router, Switches, Laying Out structured cabling, etc. Installation of Firewalls and Connectivity of LAN & WAN. Installation of Wireless Network Devices. Microsoft applications like Word, Excel, PowerPoint, etc.
Communication System Operator	EPBAX / IPBAX knowledge. Assembling of PC, Installation of systems and troubleshooting, BIOS settings. Installation and testing of a printer, Printer maintenance, Scanner installation, Webcam installation, making various types of cables for networking. Installation and maintenance of UPS system and various networking devices like Router, Switches, Laying Out structured cabling, etc. Installation of Firewalls and Connectivity of LAN & WAN. Installation of Wireless Network Devices. Microsoft applications like Word, Excel, PowerPoint, etc.
Junior Assistant	Letter / Note writing, E-mail communication, MS Office Applications (Word, Excel, PowerPoint), Knowledge of Govt. of India rules.