

CENTRAL UNIVERSITY OF HARYANA**Syllabus for written test/skill test for Non-Teaching Posts**

Post Code	Name of the Post	Paper I	Paper II (Main)	Skill Test (Qualifying)
03	Deputy Registrar	-	Knowledge of General Administration	-
06	Hindi Officer	Basic Knowledge of Constitution of India, General Knowledge, General Awareness, Reasoning Ability, Current Affairs, Language Proficiency in English and Hindi, Computer Applications	Translation of Paragraphs from English to Hindi and vice-versa, Comprehension Test, Precis Writing, Questions based on a given Passage, Noting, Drafting & Writing Skills, Short Essays, Rajbhasha Adhiniyam.	-

07	System Analyst	Reasoning Ability, Analytical Ability, Arithmetic, English, Knowledge of Computer Applications	<p>Programming website designing and e-learning software in PHP, Moodle, Joomla Drupal, WordPress and other CMS/LMS with open source technology and knowledge of Database like MySQL, Sql Server, oracle etc.</p> <p>Server Implementation and Administration, Remote Network Management, Project Managing Disaster, Recovery Planning & Support Budgeting & Cost Control.</p> <p>Networking and system administration (Windows & Linux Servers) with firewall administration as well as Router/Switches (L3)/Access points/IPABX System.</p> <p>Digital Logic, Computer Organization and Architecture, Programming and Data Structures, Algorithms, Theory of Computation, Compiler Design, Operating System, Databases , Computer Networks.</p>	Skill test in Programming
09	Section Officer	General Knowledge/Awareness, Current Affairs, Knowledge of Establishment, Accounts, Examinations, Language Proficiency in English & Hindi and Knowledge of Computer applications.	Office Procedures, Noting & Drafting, Disciplinary Proceedings, Knowledge of Accounts.	

10	Security Officer	Reasoning Ability, General Knowledge/Awareness, Language Proficiency in English & Hindi and Knowledge of Computer applications.	Knowledge of Basic Legal matters, Fire Fighting, Anti Ragging measures, Disaster Management, Riots and Mob Management	Running 2.4 Kms in 15 Minutes and Command in conduct of Drill
11	Assistant Engineer	Reasoning Ability, Simple Arithmetic, General Knowledge/Awareness, Knowledge of Civil/Electrical Engineering and Knowledge of Computer applications.	Knowledge of Electrical installations such as distribution system, transformers, motor starters, MCB, switchgear, wiring, A.C (Central, localized), Lighting, Protection against lightening, Water conservation, Water management, Contracting, e-tendering, D.C. rates.	-
12	Private Secretary	General Knowledge/Awareness, Current Affairs, Knowledge of University administration including Establishment, Accounts, Language Proficiency in English & Hindi, Knowledge of Computer Applications.	Basic Accounts, Knowledge of FRSR & Govt. of India Rules, Noting, Drafting & Writing Skills, Secretarial Practice.	English/Hindi Stenography Speed Test 120 w.p.m. in English/100 w.p.m. in Hindi Typing Test : 40 w.p.m. in English or 35 w.p.m. in Hindi on Computer. Note: The candidate shall attempt the skill test in the same language in which Paper II has been attempted.
13	Hindi Translator	Basic Knowledge of the Constitution of India, General Knowledge, Reasoning Ability, Current Affairs, Language Proficiency in English and Hindi, Computer Applications	Translation of paragraphs from English into Hindi and vice versa, Comprehension Test, Precis Writing, Questions based on a given Passage, Noting, Drafting & Writing Skills, Short Essays, Rajbhasha Adhinyam.	Hindi Typing @ 30 w.p.m. (Time allowed – 10 minutes) (30 w.p.m. correspond to 9000 KDPH on an average of 5 key depression for each word)

14	Assistant	General Knowledge/Awareness, Current Affairs, Knowledge of Establishment, Accounts, Examinations, Language Proficiency in English & Hindi and Knowledge of Computer applications.	Office Procedures, Noting & Drafting, Disciplinary Proceedings, Knowledge of Accounts.	English Typing @ 35 w.p.m./ Hindi Typing @ 30 w.p.m. (Time allowed: 10 minutes) (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word)
15	Personal Assistant	General Knowledge/ Awareness, Current Affairs, Knowledge of University administration including Establishment, Accounts, Language Proficiency in English & Hindi, Knowledge of Computer Applications.	Basic Accounts, Knowledge of FRSR & Govt. of India Rules, Noting, Drafting & Writing Skills, Secretarial Practice.	English/Hindi Stenography Speed Test 100 w.p.m. in English/ 80 w.p.m. in Hindi. Typing 40 w.p.m. in English or 35 w.p.m. in Hindi on Computer. Note: The candidate shall attempt the skill test in the same language in which Paper II has been attempted.
16	Professional Assistant	General Knowledge/Awareness, Current Affairs, Language Proficiency in English and Hindi, Knowledge of Computer applications.	Knowledge of Library Science.	Library & Information Science

17	Senior Technical Assistant (Civil Engineering)	<p>Section I: 50 Marks Reasoning Ability, Analytical Ability, Arithmetic, English Language, Computer Skills</p> <p>Section II: 50 Marks Subject Specific Objective Type Questions</p>	<p>Engineering Mechanics, Solid Mechanics, Structural Analysis, Construction Materials and Management, Concrete Structures, Steel Structures, Soil Mechanics, Foundation Engineering, Fluid Mechanics, Hydraulics, Hydrology, Irrigation, Water and Waste Water, Air Pollution, Municipal Solid Wastes, Noise Pollution, Transportation Infrastructure. Highway Pavements, Traffic Engineering, Geomatics Engineering.</p>	Skill Test in Lab
18	Senior Technical Assistant (Computer Science Engineering)	<p>Section I: 50 Marks Reasoning Ability, Analytical Ability, Arithmetic, English Language, Computer Skills</p> <p>Section II: 50 Marks Subject Specific Objective Type Questions</p>	<p>Digital Logic, Computer Organization and Architecture, Programming and Data Structures, Algorithms, Theory of Computation, Compiler Design, Operating System, Databases, Computer Networks</p>	Skill Test in Lab
19	Senior Technical Assistant (Electrical Engineering)	<p>Section I: 50 Marks Reasoning Ability, Analytical Ability, Arithmetic, English Language, Computer Skills</p> <p>Section II: 50 Marks Subject Specific Objective Type Questions</p>	<p>Electric Circuits, Electromagnetic Fields, Signals and Systems, Electrical Machines, Power Systems, Control Systems, Electrical and Electronic Measurements, Analog and Digital Electronics, Power Electronics.</p>	Skill Test in Lab

20	Senior Technical Assistant (Printing & Packaging Technology)	Section I: 50 Marks Reasoning Ability, Analytical Ability, Arithmetic, English Language, Computer Skills Section II: 50 Marks Subject Specific Objective Type Questions	Printing Processes, Graphics Design, Pre-Press Technology, Press Technology, Computer Application in Printing, Reproduction Photography, Printing Image Generation, Print Production Binding and Finishing, Costing and Estimation, Printing Machine Maintenance, Print Quality Control, NIP Technologies, Printing Ink & Substrates, Elements of Packaging Technology, Colour Management Systems, Green Printing, Publishing Technology, Printing Management, Print Trouble shooting , Print Production, Binding and Finishing, Printing Ink and Substrates.	Skill Test in Lab
21	Statistical Assistant	Basic Knowledge of the Constitution of India, General Knowledge, Reasoning Ability, Current Affairs, Computer Applications, Arithmetic, Statistics	Test paper shall comprise questions in statistics at the graduate level of any Indian University.	Basic knowledge of computer skills and statistical packages in MS Office.
22	Security Inspector	Reasoning Ability, General Knowledge/ Awareness, Language Proficiency in English & Hindi and Knowledge of Computer applications.	Knowledge of Basic Legal matters, Fire Fighting, Anti Ragging measures, Disaster Management, Riots and Mob Management	Running 2.4 Kms in 15 Minutes and Command in conduct of Drill
23	Technical Assistant (Computer) (For B.Ed. and M.Ed. programmes)	Section I: 50 Marks Reasoning Ability, Analytical Ability, Arithmetic, English Language, Computer Skills Section II: 50 Marks Subject Specific Objective Type Questions	Digital Logic, Computer Organization and Architecture, Programming and Data Structures, Algorithms, Theory of Computation, Compiler Design, Operating System, Databases, Computer Networks	Skill Test in Lab

24	Technical Assistant (Civil Engineering)	<p>Section I: 50 Marks Reasoning Ability, Analytical Ability, Arithmetic, English Language, Computer Skills</p> <p>Section II: 50 Marks Subject Specific Objective Type Questions</p>	<p>Engineering Mechanics, Solid Mechanics, Structural Analysis, Construction Materials and Management, Concrete Structures, Steel Structures, Soil Mechanics, Foundation Engineering, Fluid Mechanics, Hydraulics, Hydrology, Irrigation, Water and Waste Water, Air Pollution, Municipal Solid Wastes, Noise Pollution, Transportation Infrastructure. Highway Pavements, Traffic Engineering, Geomatics Engineering.</p>	Skill Test in Lab
25	Technical Assistant (Computer Science Engineering)	<p>Section I: 50 Marks Reasoning Ability, Analytical Ability, Arithmetic, English Language, Computer Skills</p> <p>Section II: 50 Marks Subject Specific Objective Type Questions</p>	<p>Digital Logic, Computer Organization and Architecture, Programming and Data Structures, Algorithms, Theory of Computation, Compiler Design, Operating System, Databases, Computer Networks</p>	Skill Test in Lab
26	Technical Assistant (Electrical Engineering)	<p>Section I: 50 Marks Reasoning Ability, Analytical Ability, Arithmetic, English Language, Computer Skills</p> <p>Section II: 50 Marks Subject Specific Objective Type Questions</p>	<p>Electric Circuits, Electromagnetic Fields, Signals and Systems, Electrical Machines, Power Systems, Control Systems, Electrical and Electronic Measurements, Analog and Digital Electronic, Power Electronics</p>	Skill Test in Lab

27	Technical Assistant (Printing & Packaging Engineering)	Section I: 50 Marks Reasoning Ability, Analytical Ability, Arithmetic, English Language, Computer Skills Section II: 50 Marks Subject Specific Objective Type Questions	Introduction to Printing Technologies, Pre-Press, Press and Post Press Operations, Printer's Science, Printing Materials, Image Generation Technologies, Reproduction Technology, Costing & Estimation, Quality Control, Digital Printing, Packaging Technology, Publishing Technologies, Press Management & Maintenance.	Skill Test in Lab
28	Laboratory Assistant (For B.Ed. and M.Ed. programmes)	Reasoning Ability, Simple Arithmetic, General Knowledge/Awareness, Current Affairs, Language Proficiency in English & Hindi and Knowledge of Computer applications.	The candidate shall be required to write the paper either in English or Hindi. Comprehension Test, Precis Writing, Questions based on a given Passage, Noting, Drafting & Writing Skills, Short Essays.	Knowledge of Laboratory: Knowledge of Lab Equipments, Lab maintenance, Store keeping and documentation, Ability to assisting students, Safety measures, Handling the equipment, Indexing, types of Laboratory Ethics & Values
29	Laboratory Assistant (Civil Engineering)	Section I: 50 Marks Reasoning Ability, Analytical Ability, Arithmetic, English Language, Computer Skills Section II: 50 Marks Subject Specific Objective Type Questions	Building Material, Basics of Highways Engineering, Basics of Fluid Mechanics, Basics of Surveying	Skill Test in Lab
30	Laboratory Assistant (Computer Science Engineering)	Section I: 50 Marks Reasoning Ability, Analytical Ability, Arithmetic, English Language, Computer Skills Section II: 50 Marks Subject Specific Objective Type Questions	Digital Logic, Computer Organization and Architecture, Programming and Data Structures, Algorithms, Theory of Computation, Compiler Design, Operating System, Databases, Computer Networks	Skill Test in Lab

31	Laboratory Assistant (Electrical Engineering)	<p>Section I: 50 Marks Reasoning Ability, Analytical Ability, Arithmetic, English Language, Computer Skills</p> <p>Section II: 50 Marks Subject Specific Objective Type Questions</p>	<p>Electric Circuits, Electromagnetic Fields, Signals and Systems, Electrical Machines, Power Systems, Control Systems, Electrical and Electronic Measurements, Analog and Digital Electronics, Power Electronics.</p>	Skill Test in Lab
32	Laboratory Assistant (Printing & Packaging Technology)	<p>Section I: 50 Marks Reasoning Ability, Analytical Ability, Arithmetic, English Language, Computer Skills</p> <p>Section II: 50 Marks Subject Specific Objective Type Questions</p>	<p>Printing Processes, Graphic Design, Pre- Press Technology, Press Technology, Binding & Finishing, Machine Production, Printing Ink & Substrates, Camera Operations, Printing Image Generation Systems, Costing and Estimation, Newspaper Technology, Machine Maintenance.</p>	Skill Test in Lab

33	Laboratory Assistant (Biological Sciences)	<p>Section I: 50 Marks Reasoning Ability, Analytical Ability, Arithmetic, English Language, Computer Skills</p> <p>Section II: 50 Marks Subject Specific Objective Type Questions</p>	<p>Laboratory Practices (Good Lab Practice), Safety Guidelines for Lab, Preparation of Solutions and Chemicals, Understanding of Biological Waste, Sterilization methods and Principles, Maintenance of various Lab Equipments, Preparation of SOPs for various Equipments. Preparation of Stock Solutions, Understanding of various flammable and highly flammable solutions and handling procedure. Cleaning and Maintenance of various biosafety Labs, Disposable of different waste generated from Labs, Understanding handling of contaminants. Maintenance of Lab Record of various consumable and Non-Consumable items, understanding purchase procedures based on Rate Contract/Tender etc. Handling of liquid nitrogen and other gases in Labs.</p>	Laboratory Skills
34	Library Assistant	Reasoning Ability, Simple Arithmetic, General Knowledge/ Awareness, Current Affairs and Language Proficiency in English & Hind and Knowledge of Computer Applications.	Knowledge about Maintenance of Library Books, Indexing, Cataloging, Classifications, accessioning.	Library & Information Science

35	Lower Division Clerk	Reasoning Ability, Simple Arithmetic, General Knowledge/Awareness, Current Affairs, Language Proficiency in English and Hindi, Knowledge of Computer applications.	Essay, Paragraph and Letter writing.	English Typing @ 35 w.p.m./ Hindi Typing @ 30 w.p.m. (Time allowed - 10 minutes) (35w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 Key depression for each word)
36	M.T.S.	Reasoning Ability, Simple Arithmetic, General Knowledge/Awareness and Current Affairs.	Knowledge of Office Procedure and Office Equipments.	General Skills
37	Library Attendant	Reasoning Ability, Simple Arithmetic, General Knowledge/Awareness, Current Affairs and Knowledge of Office Equipments & Procedures	Knowledge of up-keeping of Library Books	Library & Information Science
38	Kitchen Attendant	Reasoning Ability, Simple Arithmetic, General Knowledge/Awareness, Knowledge of Kitchen Equipment, University working system	Practical Test in cooking, serving, etc.	
39	Laboratory Attendant (For B.Ed. and M.Ed. programmes)	Reasoning Ability, Simple Arithmetic, General Knowledge/Awareness, Current Affairs and Knowledge of Office Equipment, University working system	Essay/Paragraphs, Letter, Knowledge of University working system and Office Equipment.	Laboratory Skills
40	Laboratory Attendant (Engineering/Sciences)	Reasoning Ability, Simple Arithmetic, General Knowledge/Awareness, Current Affairs and Knowledge of Office Equipments, University working system	Questions in Physics, Chemistry & Maths/Biology of 10+2 level	Laboratory Skills