



राजीव गाँधी विश्वविद्यालय  
RAJIV GANDHI UNIVERSITY

(भारत के संसद के अधिनियम द्वारा वर्ष 2007 में स्थापित)  
(A CENTRAL UNIVERSITY ESTABLISHED IN 2007 AN ACT OF PARLIAMENT OF INDIA)

रोनो हिल्स, दोइमुख (ईटानगर)  
Rono Hills, Doimukh (Itanagar)  
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Doimukh - 791112,  
अरुणाचल प्रदेश  
Arunachal Pradesh  
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No. Estt.-188/2011/Pt.-II

Dated: 22.01.2024

**NOTIFICATION**

This is to inform all the aspiring candidates who had applied for various non-teaching positions vide Advertisement No Estt.-188/2011/Pt. dated 26<sup>th</sup> July, 2023 and Advertisement No. Estt.-188/2011/Pt.-II dated 30<sup>th</sup> October, 2023 regarding the scheme, syllabus, and time-table for the upcoming written test and skill test wherever applicable as part of the recruitment process for various non-teaching positions.

The written tests will be conducted according to the specified schedule and timings shown below:

Sl. No.	Name of Post	Examination Date	Time	
			Paper - I	Paper - II
1.	Assistant Engineer (Electrical)	08-02-2024	10:00 am - 12:00 pm	2:00 pm - 4:00 pm
2.	Multi-Tasking Staff (MTS)			
3.	Section Officer			
4.	Library Assistant			
5.	Upper Division Clerk	09-02-2024	10:00 am - 12:00 pm	2:00 pm - 4:00 pm
6.	Deputy Registrar	10.02.2024	10:00 am - 12:00 pm	---
7.	Assistant	10.02.2024	10:00 am - 12:00 pm	2:00 pm - 4:00 pm
8.	Lower Division Clerk			
9.	Cook			
10.	Technical Assistant (ICT)	11-02-2024	10:00 am - 12:00 pm	2:00 pm - 4:00 pm

The university will notify the list of candidates who will be short-listed for appearing the Written Test shortly.

The schedule for the skill tests/interviews will be communicated at a later date. The scheme of written tests/ Skill Tests and test is enclosed as Annexure. It is strongly advised that the candidates to thoroughly familiarize themselves with the aforementioned scheme, syllabus, and timetable.

This is issued with the approval of the competent authority.

(Dr. N.T. Rikam)  
Registrar

कुलसचिव  
राजीव गाँधी विश्वविद्यालय (केन्द्रीय विश्वविद्यालय)  
Registrar  
Rajiv Gandhi University (Central University)  
Rono Hills, Doimukh, Arunachal Pradesh



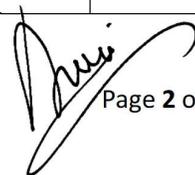
## I. Important Instructions

Candidates are advised to go through the instructions mentioned herein thoroughly and strictly adhere to them.

1. The written tests will be conducted over multiple days, with two sessions of two hours each in a day.
2. **Reporting Time:** Candidates should arrive at the test venue at least 30 minutes before the scheduled start of each session.
3. **Admit Card:** It is mandatory to carry the admit card along with a valid photo ID for verification. Admit cards for the written examination will be emailed to eligible candidates in due course of time. Candidate must carry a printed copy of the admit card and should produce it whenever asked for.
4. **Valid Photo ID Proof:** Candidates must produce one of the following Photo ID proof documents for verification:
  - i. Aadhaar Card
  - ii. Voter ID card
  - iii. Passport
  - iv. Driving License
  - No other document will be accepted for this purpose. Candidates must ensure that they bring one of the specified Photo ID proof documents to the test venue.
5. Candidates, if shortlisted, are required to bring two passport-size photographs with them.
6. The **schedule for the skill test** will be communicated to candidates who successfully qualify the written test, following the completion of the written test within a short period of time.
7. **Venue:** All the tests will be held in Rajiv Gandhi University, Doimukh, Arunachal Pradesh. The specific venue details will be indicated on the admit card.
8. **Prohibited Items:** Any electronic devices, study material, and any form of communication devices are strictly prohibited inside the examination hall.
9. Candidates should stay informed about the recruitment process by regularly visiting the university's website.
10. Engaging in any kind of malpractice, such as cheating, copying, or using unauthorized materials, will result in immediate disqualification. Any candidate found engaging in malpractice will have their candidature forfeited, and appropriate action will be taken in accordance with university rules.

**II. Scheme of Exams/ Interviews and Syllabus****1. Exam Scheme for the post of Deputy Registrar**

<b>ACTIVITY PHASE</b>	<b>DESCRIPTION</b>	<b>MARKS</b>
<b>Phase-I: Written Examination</b>	<p><b>1. Paper 1 (Part-I): General Knowledge, Current Affairs &amp; Quantitative Aptitude and Logical Reasoning</b></p> <ul style="list-style-type: none"> <li>• Objective-type questions covering general knowledge, current affairs, and awareness.</li> <li>• Objective questions to evaluate mathematical and analytical abilities.</li> <li>• Verbal Analogy &amp; Critical Reasoning, Numerical Computation, Numerical Reasoning, Data Reasoning and Data Interpretation.</li> </ul>	
	<p><b>2. Paper 1 (Part-II): English Language and Comprehension &amp; Domain Knowledge</b></p> <ul style="list-style-type: none"> <li>• Descriptive questions to assess English language proficiency, comprehension, and writing skills.</li> <li>• Subject-specific questions related to the duties and responsibilities of a Deputy Registrar.</li> <li>• Office Noting &amp; Drafting, (Order, Circular and Notification etc.), Sentence correction and completion, Paragraph Summary, Essay Writing, Reading comprehension.</li> <li>• Service Matters (FR &amp; SR), Reservation in services, Preparation of Roster, Recruitment Rules, LTC Rules, Leave Rules, CCS Conduct Rules, Disciplinary Proceedings, RTI Act etc.</li> <li>• Financial Administration: GFR, Public Financial Management System (PFMS), GST, Roles and Functions of CAG.</li> <li>• Duration: 2 hours</li> </ul>	100
<b>Phase-II: Personal Interview</b>	<p>Candidates who qualify in the written examination will be called for an interview. The interview will assess the candidate's:</p> <ul style="list-style-type: none"> <li>• <b>Subject Knowledge:</b> In-depth understanding of the registrar's role, legal procedures, and administrative responsibilities.</li> <li>• <b>Communication Skills:</b> Ability to articulate thoughts clearly and concisely.</li> </ul>	100



	<ul style="list-style-type: none"><li>• <b>Problem-Solving Skills:</b> Analytical thinking and decision-making in challenging situations.</li><li>• <b>Leadership and Interpersonal Skills:</b> Capability to lead and work in a team, handle conflicts, and manage stakeholders.</li></ul>	
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**Note:**

- Final selection will be based on the candidate's performance in both the written examination and the interview.
- The weightage assigned to the written examination and interview will be in the ratio of 70:30 respectively.

A handwritten signature in black ink, appearing to be 'M. S. S.', with a long, sweeping underline that curves to the right.

**2. Exam Scheme for the post of Assistant Engineer (Electrical)**

<b>ACTIVITY PHASE</b>	<b>DESCRIPTION</b>	<b>MARKS</b>
<b>Phase-I: Written Examination</b>	<b>1. Paper 1: General Aptitude, General Awareness and English Language and Comprehension</b> <ul style="list-style-type: none"> <li>• Objective-type questions covering general aptitude, numerical ability, and general awareness.</li> <li>• Objective and descriptive questions to assess English language proficiency, comprehension, and writing skills.</li> <li>• Duration: 2 hours</li> </ul>	100
	<b>2. Paper 2: Domain Knowledge – Electrical Engineering</b> <ul style="list-style-type: none"> <li>• Descriptive questions covering core electrical engineering subjects</li> <li>• Duration: 2 hours</li> </ul>	100
<b>Phase-II: Personal Interview</b>	Candidates who qualify in the written examination will be called for an interview. The interview will assess the candidate's: <ul style="list-style-type: none"> <li>• <b>Subject Knowledge:</b> In-depth understanding of civil engineering principles, practices, and applications.</li> <li>• <b>Communication Skills:</b> Ability to explain technical concepts clearly.</li> <li>• <b>Problem-Solving Skills:</b> Analytical thinking and decision-making in electrical engineering scenarios.</li> </ul>	100

**Note:**

- The minimum qualifying marks to be secured in Paper-I shall be 40%. The answer scripts of the candidates for the descriptive test shall be evaluated only in respect of those candidates who secure the minimum qualifying marks in Paper-I.
- The candidates who secure 50% marks in Paper-II shall be called for the interview.
- Final selection will be based on the candidate's performance in both the written examination and the interview.
- The weightage assigned to the written examination and interview may be in the ratio of 70:30 respectively.



## 3. Exam Scheme for the post of Section Officer

ACTIVITY PHASE	DESCRIPTION	MARKS
<b>Phase-I: Written Examination</b>	<b>1. Paper 1: General Awareness and Professional Knowledge</b> <ul style="list-style-type: none"> <li>• English Comprehension (25 questions)</li> <li>• General Intelligence and reasoning (25 questions)</li> <li>• Quantitative Aptitude (25 questions)</li> <li>• General Awareness (25 questions)</li> <li>• Duration: 2 hours</li> </ul>	100
	<b>2. Paper 2: English Language</b> <ul style="list-style-type: none"> <li>• Descriptive questions to assess English language proficiency, comprehension, and writing skills.</li> <li>• Essay writing/ Precis/ Letter/ Application etc.</li> <li>• Duration: 2 hours</li> </ul>	100
<b>Phase-II: Skill Test</b>	Candidates who qualify in the written examination will be required to undergo a skill test to assess their practical skills. The skill test shall include: <ul style="list-style-type: none"> <li>• <b>Computer Applications:</b> Microsoft Word and Excel, PowerPoint, Usage of IT tools and applications etc.</li> <li>• Duration: 1 hour</li> </ul>	50

**Note:**

- The minimum qualifying marks to be secured in Paper-I shall be 40%. The answer scripts of the candidates for the descriptive test shall be evaluated only in respect of those candidates who secure the minimum qualifying marks in Paper-I.
- The candidates who secure 50% marks in Paper-II shall be called for the Skill Test.
- The minimum qualifying marks to be secured in Skill Test be 50%.
- The merit list of the candidates shall be drawn based on the performance in Paper-I and Paper-II subject to qualifying the skill test.



## 4. Exam Scheme for the post of Assistant

ACTIVITY PHASE	DESCRIPTION	MARKS
<b>Phase-I: Written Examination</b>	<b>1. Paper 1: Objective Type</b> <ul style="list-style-type: none"><li>• English Comprehension (25 questions)</li><li>• General Intelligence and reasoning (25 questions)</li><li>• Quantitative Aptitude (25 questions)</li><li>• General Awareness (25 questions)</li><li>• Duration: 2 hours</li></ul>	100
	<b>2. Paper 2: English Language</b> <ul style="list-style-type: none"><li>• Descriptive questions to assess English language proficiency, comprehension, and writing skills.</li><li>• Essay writing/ Precis/ Letter/ Application etc.</li><li>• Duration: 2 hours</li></ul>	100
<b>Phase-II: Skill Test</b>	Candidates who qualify in the written examination will be required to undergo a skill test to assess their practical skills. The skill test shall include: <ul style="list-style-type: none"><li>• <b>Computer Applications:</b> Microsoft Word and Excel, PowerPoint, Usage of IT tools and applications etc.</li><li>• <b>Typing Test:</b> Candidates may be required to demonstrate typing skills and efficiency.</li><li>• Duration: 1 hour</li></ul>	50

**Note:**

- The minimum qualifying marks to be secured in Paper-I shall be 40%. The answer scripts of the candidates for the descriptive test shall be evaluated only in respect of those candidates who secure the minimum qualifying marks in Paper-I.
- The candidates who secure 50% marks in Paper-II shall be called for the Skill Test.
- The minimum qualifying marks to be secured in Skill Test be 50%.
- The merit list of the candidates shall be drawn based on the performance in Paper-I and Paper-II subject to qualifying the skill test.



## 5. Exam Scheme for the post of Upper Division Clerk (UDC)

ACTIVITY PHASE	DESCRIPTION	MARKS
<b>Phase-I: Written Examination</b>	<b>1. Paper 1: Objective Type</b> <ul style="list-style-type: none"><li>• English Comprehension (25 questions)</li><li>• General Intelligence and reasoning (25 questions)</li><li>• Quantitative Aptitude (25 questions)</li><li>• General Awareness (25 questions)</li><li>• Duration: 2 hours</li></ul>	100
	<b>2. Paper 2: English Language</b> <ul style="list-style-type: none"><li>• Descriptive questions to assess English language proficiency, comprehension, and writing skills.</li><li>• Essay writing/ Precis/ Letter/ Application etc.</li><li>• Duration: 2 hours</li></ul>	100
<b>Phase-II: Skill Test</b>	Candidates who qualify in the written examination will be required to undergo a skill test to assess their practical skills. The skill test shall include: <ul style="list-style-type: none"><li>• <b>Computer Applications:</b> Microsoft Word and Excel, PowerPoint, Usage of IT tools and applications etc.</li><li>• <b>Typing Test:</b> Candidates may be required to demonstrate typing skills and efficiency.</li><li>• Duration: 1 hour</li></ul>	50

**Note:**

- The minimum qualifying marks to be secured in Paper-I shall be 40%. The answer scripts of the candidates for the descriptive test shall be evaluated only in respect of those candidates who secure the minimum qualifying marks in Paper-I.
- The candidates who secure 50% marks in Paper-II shall be called for the Skill Test.
- The minimum qualifying marks to be secured in Skill Test be 50%.
- The merit list of the candidates shall be drawn based on the performance in Paper-I and Paper-II subject to qualifying the skill test.



**6. Exam Scheme for the post of Technical Assistant (Information and Communication Technology)**

ACTIVITY PHASE	DESCRIPTION	MARKS
<b>Phase-I: Written Examination</b>	<b>1. Paper 1: Objective Type</b> <ul style="list-style-type: none"> <li>• English Comprehension (25 questions)</li> <li>• General Intelligence and reasoning (25 questions)</li> <li>• Quantitative Aptitude (25 questions)</li> <li>• General Awareness (25 questions)</li> <li>• Duration: 2 hours</li> </ul>	100
	<b>2. Paper 2: ICT Fundamentals</b> <ul style="list-style-type: none"> <li>• Descriptive questions covering the basics of information and communication technology, including hardware, software, networking, database concepts and cybersecurity.</li> <li>• Descriptive to assess candidates' knowledge of programming languages, software development methodologies, and basic coding skills.</li> <li>• Duration: 2 hours</li> </ul>	100
<b>Phase-II: Skill Test</b>	Candidates who qualify in the written examination will be required to undergo a skill test to assess their practical skills. The skill test shall include: <ul style="list-style-type: none"> <li>• <b>Computer Applications:</b> Microsoft Word and Excel, PowerPoint, Usage of ICT tools and applications for repair and maintenance of ICT network and equipment.</li> <li>• <b>Programming Exercise:</b> Candidates may be given a coding task to evaluate their ability to solve practical problems using programming languages.</li> <li>• <b>Database Management Task:</b> Testing the ability to design and query a database.</li> <li>• Duration: 1 hour</li> </ul>	50

**Note:**

- The minimum qualifying marks to be secured in Paper-I shall be 40%. The answer scripts of the candidates for the descriptive test shall be evaluated only in respect of those candidates who secure the minimum qualifying marks in Paper-I.
- The candidates who secure 50% marks in Paper-II shall be called for the Skill Test.
- The minimum qualifying marks to be secured in Skill Test be 50%.
- The merit list of the candidates shall be drawn based on the performance in Paper-I and Paper-II subject to qualifying the skill test.



## 7. Exam Scheme for the post of Library Assistant

ACTIVITY PHASE	DESCRIPTION	MARKS
<b>Phase-I: Written Examination</b>	<b>1. Paper 1: Objective Type</b> <ul style="list-style-type: none"> <li>• English Comprehension (25 questions)</li> <li>• General Intelligence and reasoning (25 questions)</li> <li>• Quantitative Aptitude (25 questions)</li> <li>• General Awareness (25 questions)</li> <li>• Duration: 2 hours</li> </ul>	100
	<b>2. Paper 2: Library Science and Information Management</b> <ul style="list-style-type: none"> <li>• Descriptive questions covering the basics of library science, information management, cataloguing, and classification systems.</li> <li>• Duration: 2 hours</li> </ul>	100
<b>Phase-II: Skill Test</b>	Candidates who qualify in the written examination will be required to undergo a practical test to assess their skills related to library operations. This shall include: <ul style="list-style-type: none"> <li>• <b>Cataloguing and Classification Exercise:</b> Candidates may be asked to organize and classify a set of library materials using standard cataloguing systems.</li> <li>• <b>Database Management:</b> Testing the ability to manage and update library databases.</li> <li>• <b>Computer Applications:</b> Microsoft Word and Excel, PowerPoint, Usage of library tools and applications etc.</li> <li>• Duration: 1 hour</li> </ul>	50

**Note:**

- The minimum qualifying marks to be secured in Paper-I shall be 40%. The answer scripts of the candidates for the descriptive test shall be evaluated only in respect of those candidates who secure the minimum qualifying marks in Paper-I.
- The candidates who secure 50% marks in Paper-II shall be called for the Skill Test.
- The minimum qualifying marks to be secured in Skill Test be 50%.
- The merit list of the candidates shall be drawn based on the performance in Paper-I and Paper-II subject to qualifying the skill test.



## 8. Exam Scheme for the post of Lower Division Clerk (LDC)

ACTIVITY PHASE	DESCRIPTION	MARKS
<b>Phase-I: Written Examination</b>	<b>1. Paper 1: Objective Type</b> <ul style="list-style-type: none"> <li>• English Language (Basic Knowledge) (25 questions)</li> <li>• General Intelligence (25 questions)</li> <li>• Quantitative Aptitude (Basic Arithmetic Skill) (25 questions)</li> <li>• General Awareness (25 questions)</li> <li>• Duration: 2 hours</li> </ul>	100
	<b>2. Paper 2: English Language</b> <ul style="list-style-type: none"> <li>• Descriptive questions to assess English language proficiency, comprehension, and writing skills.</li> <li>• Essay writing/ Precis/ Letter/ Application etc.</li> <li>• Duration: 2 hours</li> </ul>	100
<b>Phase-II: Skill Test</b>	Candidates who qualify in the written examination will be required to undergo a skill test to assess their practical skills. The skill test shall include: <ul style="list-style-type: none"> <li>• <b>Typing Test:</b> Candidates may be required to demonstrate basic typing skills with at least 35 wpm and accuracy of 90%.</li> <li>• <b>Computer Applications:</b> Microsoft Word and Excel, PowerPoint etc.</li> <li>• Duration: 1 hour</li> </ul>	50

**Note:**

- The minimum qualifying marks to be secured in Paper-I shall be 40%. The answer scripts of the candidates for the descriptive test shall be evaluated only in respect of those candidates who secure the minimum qualifying marks in Paper-I.
- The candidates who secure 50% marks in Paper-II shall be called for the Skill Test.
- The minimum qualifying marks to be secured in Skill Test be 50%.
- The merit list of the candidates shall be drawn based on the performance in Paper-I and Paper-II subject to qualifying the skill test.



**9. Exam Scheme for the post of Cook**

<b>ACTIVITY PHASE</b>	<b>DESCRIPTION</b>	<b>MARKS</b>
<b>Phase-I: Written Examination</b>	<b>1. Paper 1: Objective Type</b> <ul style="list-style-type: none"><li>• Objective-type questions covering basic principles of food safety, hygiene practices, and sanitation.</li><li>• Objective questions assessing candidates' knowledge of various cooking techniques, methods, and culinary terms.</li><li>• Duration: 2 hours</li></ul>	100
<b>Phase-II: Skill Test</b>	Candidates who qualify in the written examination will be required to undergo a practical test to assess their cooking skills. The skill test shall include: <ul style="list-style-type: none"><li>• <b>Menu Preparation:</b> Candidates may be asked to prepare a menu that showcases their ability to handle different types of dishes.</li><li>• <b>Cooking Skills:</b> Candidates will be evaluated on their cooking techniques, presentation, and adherence to safety and hygiene standards.</li><li>• Duration: 1 hour</li></ul>	50

**Note:**

- The minimum qualifying marks to be secured in Paper-I shall be 40%. The answer scripts of the candidates for the descriptive test shall be evaluated only in respect of those candidates who secure the minimum qualifying marks in Paper-I.
- The candidates who secure 50% marks in Paper-II shall be called for the Skill Test.
- The minimum qualifying marks to be secured in Skill Test be 50%.
- The merit list of the candidates shall be drawn based on the performance in Paper-I and Paper-II subject to qualifying the skill test.



**10. Exam Scheme for the post of Multi-Tasking Staff (MTS)**

<b>ACTIVITY PHASE</b>	<b>DESCRIPTION</b>	<b>MARKS</b>
<b>Phase-I: Written Examination</b>	<b>1. Paper 1: Objective Type</b> <ul style="list-style-type: none"><li>• General Intelligence &amp; Reasoning (25 questions)</li><li>• Numerical Aptitude (25 questions)</li><li>• General English (25 questions)</li><li>• General Awareness (25 questions)</li><li>• Duration: 2 hours</li></ul>	100
	<b>2. Paper 2: Descriptive Type</b> <ul style="list-style-type: none"><li>• Short Essay/Letter in English or any language included in the 8th schedule of the Constitution.</li><li>• Duration: 2 hours</li></ul>	100
<b>Phase-II: Skill Test</b>	Candidates who qualify in the written examination will be required to undergo a skill test to assess their practical skills. The skill test shall include: <ul style="list-style-type: none"><li>• <b>Typing Test:</b> Candidates may be required to demonstrate basic typing skills with at least 25 wpm and accuracy of 85%.</li><li>• <b>Computer Applications:</b> Microsoft Word and Excel.</li><li>• Duration: 1 hour</li></ul>	50

**Note:**

- The minimum qualifying marks to be secured in Paper-I shall be 40%. The answer scripts of the candidates for the descriptive test shall be evaluated only in respect of those candidates who secure the minimum qualifying marks in Paper-I.
- The candidates who secure 50% marks in Paper-II shall be called for the Skill Test.
- The minimum qualifying marks to be secured in Skill Test be 50%.
- The merit list of the candidates shall be drawn based on the performance in Paper-I and Paper-II subject to qualifying the skill test.

