CENTRAL SANSKRIT UNIVERSITY
(Established by an Act of Parliament, 2020)
NEW DELHI – 110 058

Selection Criteria and Scheme of Examination for the post of
LOWER DIVISION CLERK

1. General

1.1 The selection to the post of Lower Division Clerk shall be through a process of Computer Based Test (CBT) & Skill Test in Typing on Computer.

1.2 For CBT (Objective-MCQ), there will be 100 questions carrying 01 mark each (Total 100 marks).

1.3 The Time for Computer Based Test (Objective-MCQ) is of 60 minutes.

1.4 To qualify the examination, the candidate must secure at least 40% of marks in Objective Paper. Only those candidates, who obtain qualifying marks in the Objective CBT Paper, shall be eligible for appearing in the Skill Test in Typing on Computer.

1.5 There is no negative marking for any wrong answer in CBT examination.

1.6 The Skill Test in Typing on Computer will be qualifying in nature, but merit list for selection will be drawn on the basis of marks secured in the Objective CBT Paper. Only those candidates who qualify Skill Test will be considered for inclusion in the merit list.

1.7 In CBT (Objective-MCQ) Paper, the questions in Section-A will be in concerned language and for Section-B and Section-C, the questions will be in bilingual (Hindi & English).

1.8 In the event of tie in scores in the total marks in Objective (CBT– MCQ) Paper, the following factors will be taken in order of preference in deciding the merit:

 (a) Percentage of marks in the 12th Class, which is the minimum qualification to apply for the post,

 (b) Age factor comes in scene (elder candidate will be given preference).

2. SCHEME OF OBJECTIVE (CBT – MCQ) PAPER AND DETAILED SYLLABUS:

(A) Scheme of CBT (Objective-MCQ) :

Section	Subject	No. of Questions	No. of Marks	Total
Section – A	Usage of English language	10	10	20
	Usage of Hindi language	10	10	
Section – B	Quantitative aptitude	20	20	40
	Reasoning ability	20	20	
Section – C	Computer knowledge	20	20	40
	Indian Knowledge and Sanskrit literature	20	20	
	Total	100	100	100

(B) Syllabus of Paper-1(CBT) (Objective-MCQ)   :

Section – A

    (i)   Usage of English language
- Cloze Test
- Comprehension Test

    (ii)   Usage of Hindi language
- Cloze Test
- Comprehension Test

Section – B

(i) Quantitative Aptitude

- Number System
- Square & Cube Roots
- Average
- Ratio & Proportion
- Percentage
- Profit & Loss
- Partnership
- Interest
- Time & Work
- Speed, Time & Distance

(ii) Reasoning Ability

- Analogy
- Classification
- Series
- Coding & Decoding
- Alphabet & Number Test
- Logical Arrangement of Words
- Inserting the Missing
- Mathematical Operations
- Direction & Distance
- Clock & Calendar

Section – C

    (i) Computer Knowledge

- Computer Basics
- Hardware & Software
- Operating Systems
- Networking
- Internet Applications
- Database
- MS-Office
- Programming Languages
- Social & Multimedia
- Shortcut Keys

    (ii) Indian Knowledge and Sanskrit literature

- General Science
- Indian History
- Indian Geography
- Indian Polity
- Indian Economy
- Indian Culture
- Indian Knowledge Systems
- Sanskrit literature

3.   Skill Test/Computer Typing Test Syllabus Pattern:

Skill Test norms on Computer:

English Typing @35wpm   Hindi/Sanskrit Typing @ 30w.p.m

(Time allowed in 10 minutes)
(35w.p.m. and 30 w.p.m. correspond to 10,500 KDPH and 9000 KDPH respectively on an average of 5 key depressions for each word)

4.   The General Instructions are as under :-
(a) Candidates are directed to attend 1 hour before to the venue i.e. examination centre.
(b) Candidates are not permitted to bring any electronic gadgets/mobile phones.
(c) If any candidate is found to possess any electronic gadgets any other means of wireless communication in the working or switched off mode, his/her candidature shall be cancelled forthwith and he/she will be debarred from the examination.
(d) No TA/DA will be paid to the candidates for attending the examination.
(e) Any other necessary instructions will be given in Hall ticket/Admit card.