

**RASHTRIYA SANSKRIT SANSTHAN**  
**(DEEMED UNIVERSITY)**  
**JANAKPURI, NEW DELHI**

**Selection Criteria and Scheme of Examination for the post of**  
**Section Officer**

**1. General**

- 1.1 The selection of the Section officer shall be through a process of written Test followed by Interview.
- 1.2 The written test will be in two parts, Objective and Descriptive.
- 1.3 It is necessary to obtain minimum qualifying marks in Objective test and Descriptive test
- *Descriptive Test answer scripts will be evaluated only of those candidates who qualify in the Objective Test.*
  - *It is also necessary for the candidates to qualify in Noting and Drafting (Section A1 of Para 2.2: Descriptive Test) separately.*
- 1.4 The weightage /marks in each test will be as under:-
- |                       |          |                  |
|-----------------------|----------|------------------|
| (i) Objective Test    | -        | 200 Marks        |
| (ii) Descriptive Test | -        | 100 Marks        |
| <b>Total</b>          | <b>-</b> | <b>300 Marks</b> |
- Minimum qualifying marks are 50% in each of these tests.
- 1.5 The interview will be of 60 marks.
- 1.6 Merit shall be decided based on combined marks secured in Objective and Descriptive test and also interview subject to fulfillment of conditions as mentioned herein above.
- 1.7 In the event of tie in scores, the following will be taken in order of preference in deciding the merit.
- (a) Marks obtained in Graduation.
  - (b) Marks obtained in 12<sup>th</sup> examination.
  - (c) Marks/grade obtained in the 10<sup>th</sup> exam.

**2. Scheme of the written examination and syllabus:**

**2.1 Objective test: (200 Marks) Duration : Three Hours**

Section	Subjects	Questions	Marks
A	General Administration and Finance	50	50
B	English Language	50	50
C	Quantitative Aptitude	50	50
D	General Awareness	50	50
			200

2.1 **(A) Section (A):- General Administration and Finance:**  
FR/SR, LTC, Leave Rules, Conduct Rules, CCS(CCA) Rules, General Office Procedure, GFR, Pay and Pension Rules, Purchase and Budgeting.

2.1 **(B) Section (B):- English Language:**

Spot the Error, Fill in the Blanks, Synonyms/Homonyms, Antonyms, Spellings/ Detecting Mis-spelt words, Idioms & Phrases, One word substitution, Improvement of Sentences, Active/Passive Voice of Verbs, Conversion into Direct/Indirect narration, Shuffling of Sentence parts, Shuffling of Sentences in a passage, Cloze Passage, Comprehension Passage.

2.1 **(C) Section (C):- Quantitative Aptitude:**

**Arithmetic:**

**Number Systems:** Computation of Whole Number, Decimal and Fractions, Relationship between numbers.

**Fundamental arithmetical operations:** Percentages, Ratio and Proportion, Square roots, Averages, Interest (Simple and Compound), Profit and Loss, Discount, Partnership Business, Mixture and Allegation, Time and distance, Time and work.

**Algebra:** Basic algebraic identities of School Algebra and Elementary surds (simple problems) and Graphs of Linear Equations.

**Geometry:** Familiarity with elementary geometric figures and facts: Triangle and its various kinds of centres, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles.

**Mensuration:** Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square Base.

**Statistical Charts:** Use of Tables and Graphs: Histogram, Frequency polygon, Bar diagram, Pie-chart.

2.1 **(D) Section (D):- General Awareness:**

Questions will be designed to test the ability of the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated person. The test will include questions relating to India, especially pertaining to

History, Indian Culture, Sanskrit language and Literature, Traditional knowledge systems of India, Educational systems, Geography, Economic scene, General Politics including Indian Constitution, and Scientific Research etc. These questions will be such that they do not require a special study of any discipline.

**2.2 Descriptive Test: (100 Marks) Duration-Two Hours**

**Descriptive Test will consist of two parts i.e. Section A and Section B as shown below:-**

**Section A :-**

- (i) Noting and Drafting, **(20 marks)**  
(a minimum of 10 marks (i.e. 50% of 20 marks) will be necessary for being included in the merit list)
- (II) Precis Writing, Letter Writing, General Administration Higher Educational/University Systems and Procedures, Service Matters and Personal Administration, Student Affairs, Reservations and Concessions for SC, ST, OBC, PH etc., The Right to Information Act, 2005, FR/SR, Leave Rules, LTC, Conduct Rules, CCS(CCA) Rules. **(40 Marks)**

**Section B:-**

GFR, Pay and Pension Rules, Budgeting and accounts matters, Purchase Procedure. **(40 Marks)**

**3. The General Instruction are as under:-**

- 3.1 Candidates must write the papers/indicate the answers in their own hand. (except for VH).
- 3.2 Candidates are not permitted to bring any electronic gadgets/mobile phones except as specified in the Notice/Call letter. They should not, therefore, bring the same inside the Examination Premises / Venue for papers for which their use is not permitted.
- 3.3 If any candidate is found to possess any electronic gadgets unless permitted as in (2) in above or mobile phones or 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 Sansthan's examination.
- 3.4 Wherever applicable, the candidates must indicate /write the answer either in Hindi or in English. If answers are indicated/written partly in Hindi and partly in English and vice versa, the Answer script will not be evaluated.
- 3.5 In the question papers, wherever necessary, the Metric systems of weights and measures only will be used.
- 3.6 For VH candidates of 40% and above visual disability /cerebral palsy affected candidates and opting for scribe there will be no component of Maps/Graphs/Diagrams/Statistical Data in the General Intelligence & Reasoning/General Awareness Paper. Total duration of written examination for VH candidates will be 3 hours and 40 minutes.