



MAHATMA GANDHI CENTRAL UNIVERSITY BIHAR

[Established by an Act of Parliament]

Temporary Campus (TempCamp), Zila School Campus, Motihari – 845 401, District – East Champaran, Bihar

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Dated: 2nd August 2017

ADDENDUM TO EMPLOYMENT NOTICE NO.: 001/2017 DATED 6TH JUNE 2017

1. The University vide its **Employment Notice No.: 001/2017 dated 6th June 2017** advertised various Non-Teaching Positions/other Academic Positions to be filled on direct / deputation basis.
2. With reference to above, the information related to Pattern of Written Examination, Syllabus, Total Marks, Minimum Cut-Off, Time Schedule etc. for various Non-Teaching Positions is given below for information of all concerned.

3. Pattern of the Written Examination for various Non-Teaching Positions

LEVEL 1: ASSISTANT REGISTRAR & SYSTEM ANALYST

Written Examination shall be of **Objective Type** comprising 100 Multiple Choice Questions (MCQs) divided into Two Sections (*i.e., Section - A containing 50 questions and Section - B containing 50 questions*), with the following composition, lasting for a duration of 90 Minutes:

| Subject | Number of Questions | Maximum Marks | Minimum Marks to be scored to Qualify for Interview |
|---|---------------------|---------------|---|
| SECTION - A | | | |
| English | 15 | 15 | 8 for UR and 7 for SC/ST/OBC/PwD |
| Maths | 20 | 20 | 10 for UR and 9 for SC/ST/OBC/PwD |
| General Knowledge and General Awareness | 15 | 15 | Not Applicable |
| SECTION - B | | | |
| Domain Knowledge and/or Knowledge of Rules of Government of India, Office Procedures & University Act | 50 | 50 | 20 for UR and 17 for SC/ST/OBC/PwD |
| TOTAL | 100 | 100 | 38 for UR and 33 for SC/ST/OBC/PwD |

The questions in all the above components will be of **Post-Graduation Level**.

For each post, the top 5 (Five) candidates who will secure the Minimum Qualifying Marks in Section - B of Written Examination as prescribed above, will be called to appear before the Selection Committee for Interview.

Mode of Final Selection: Final Selection will be made based on the: (i) Marks scored by the candidate in Interview (Maximum 50 Marks) + (ii) Marks scored by the candidate in Section - B of Written Examination (Maximum 50 Marks).

LEVEL 2: SECTION OFFICER / PRIVATE SECRETARY / ASSISTANT ENGINEER (CIVIL)

Written Examination shall be of **Objective Type** comprising 100 Multiple Choice Questions (MCQs) divided into Two Sections (*i.e., Section - A containing 50 questions and Section - B containing 50 questions*), with the following composition, lasting for a duration of 90 Minutes:

| Subject | Number of Questions | Maximum Marks | Minimum Marks to be scored to Qualify for Merit List |
|---|---------------------|---------------|--|
| SECTION - A | | | |
| English | 15 | 15 | 8 for UR and 7 for SC/ST/OBC/PwD |
| Maths | 20 | 20 | 10 for UR and 9 for SC/ST/OBC/PwD |
| General Knowledge and General Awareness | 15 | 15 | Not Applicable |
| SECTION - B | | | |
| Domain Knowledge and/or Knowledge of Rules of Government of India, Office Procedures & University Act | 50 | 50 | 20 for UR and 17 for SC/ST/OBC/PwD |
| TOTAL | 100 | 100 | 38 for UR and 33 for SC/ST/OBC/PwD |

The questions in all the above components will be of **Graduation Level**.

Mode of Final Selection: Final Selection will be made based on the basis of Composite Score (*The Composite Score will be computed in combination of 20% of marks secured by candidate in Section - A + 80% of marks secured by candidates in Section - B*) followed by **skill test**, wherever applicable).

LEVEL 3: ASSISTANT / PERSONAL ASSISTANT / PROFESSIONAL ASSISTANT / SENIOR TECHNICAL ASSISTANT (COMPUTER) / JUNIOR ENGINEER (CIVIL/ELECTRICAL)

Written Examination shall be of **Objective Type** comprising 100 Multiple Choice Questions (MCQs) divided into Two Sections (*i.e., Section - A containing 50 questions and Section - B containing 50 questions*), with the following composition, lasting for a duration of 90 Minutes:

| Subject | Number of Questions | Maximum Marks | Minimum Marks to be scored to Qualify for Merit List |
|---|---------------------|---------------|--|
| SECTION - A | | | |
| English | 15 | 15 | 8 for UR and 7 for SC/ST/OBC/PwD |
| Maths | 20 | 20 | 10 for UR and 9 for SC/ST/OBC/PwD |
| General Knowledge and General Awareness | 15 | 15 | Not Applicable |
| SECTION - B | | | |
| Domain Knowledge and/or Knowledge of Rules of Government of India, Office Procedures & University Act | 50 | 50 | 20 for UR and 17 for SC/ST/OBC/PwD |
| TOTAL | 100 | 100 | 38 for UR and 33 for SC/ST/OBC/PwD |

The questions in all the above components will be of **Graduation Level**.

Mode of Final Selection: Final Selection will be made based on the basis of Composite Score (*The Composite Score will be computed in combination of 20% of marks secured by candidate in Section - A + 80% of marks secured by candidates in Section - B*) followed by **skill test**, wherever applicable).

LEVEL 4: TECHNICAL ASSISTANT / UPPER DIVISION CLERK / LABORATORY ASSISTANT

Written Examination shall be of **Objective Type** comprising 100 Multiple Choice Questions (MCQs) divided into Two Sections (*i.e., Section - A containing 50 questions and Section - B containing 50 questions*), with the following composition, lasting for a duration of 90 Minutes:

| Subject | Number of Questions | Maximum Marks | Minimum Marks to be scored to Qualify for Merit List |
|---|---------------------|---------------|--|
| SECTION - A | | | |
| English | 15 | 15 | 8 for UR and 7 for SC/ST/OBC/PwD |
| Maths | 20 | 20 | 10 for UR and 9 for SC/ST/OBC/PwD |
| General Knowledge and General Awareness | 15 | 15 | Not Applicable |
| SECTION - B | | | |
| Domain Knowledge and/or Knowledge of Rules of Government of India, Office Procedures & University Act | 50 | 50 | 20 for UR and 17 for SC/ST/OBC/PwD |
| TOTAL | 100 | 100 | 38 for UR and 33 for SC/ST/OBC/PwD |

The questions in all the above components will be of **Graduation Level**.

Mode of Final Selection: Final Selection will be made based on the basis of Composite Score (*The Composite Score will be computed in combination of 20% of marks secured by candidate in Section - A + 80% of marks secured by candidates in Section - B) followed by skill test, wherever applicable).*

LEVEL 5: LIBRARY ASSISTANT / LOWER DIVISION CLERK

Written Examination shall be of **Objective Type** comprising 100 Multiple Choice Questions (MCQs) divided into Two Sections (*i.e., Section - A containing 50 questions and Section - B containing 50 questions*), with the following composition, lasting for a duration of 90 Minutes:

| Subject | Number of Questions | Maximum Marks | Minimum Marks to be scored to Qualify for Merit List |
|---|---------------------|---------------|--|
| SECTION - A | | | |
| English | 15 | 15 | 8 for UR and 7 for SC/ST/OBC/PwD |
| Maths | 20 | 20 | 10 for UR and 9 for SC/ST/OBC/PwD |
| General Knowledge and General Awareness | 15 | 15 | Not Applicable |

| SECTION - B | | | |
|--|------------|------------|---|
| Domain Knowledge and/or Knowledge of Rules of Government of India, Office Procedures & University Act | 50 | 50 | 20 for UR and 17 for SC/ST/OBC/PwD |
| TOTAL | 100 | 100 | 38 for UR and 33 for SC/ST/OBC/PwD |

The questions in all the above components will be of **10+2 Level**.

Mode of Final Selection: Final Selection will be made based on the basis of Composite Score (*The Composite Score will be computed in combination of 20% of marks secured by candidate in Section - A + 80% of marks secured by candidates in Section - B*) followed by **skill test**, wherever applicable).

LEVEL 6: MULTI-TASKING STAFF (MTS) / LIBRARY ATTENDANT / LABORATORY ATTENDANT

Written Examination shall be of **Objective Type** comprising 100 Multiple Choice Questions (MCQs) divided into Two Sections (*i.e., Section - A containing 50 questions and Section - B containing 50 questions*), with the following composition, lasting for a duration of 90 Minutes:

| Subject | Number of Questions | Maximum Marks | Minimum Marks to be scored to Qualify for Merit List |
|--|----------------------------|----------------------|---|
| English | 25 | 25 | Not Applicable |
| Maths | 25 | 25 | 12 for UR and 09 for SC/ST/OBC/PwD |
| General Knowledge and General Awareness | 25 | 25 | 13 for UR and 12 for SC/ST/OBC/PwD |
| General Intelligence & Reasoning | 25 | 25 | 13 for UR and 12 for SC/ST/OBC/PwD |
| TOTAL | 100 | 100 | 38 for UR and 33 for SC/ST/OBC/PwD |

The questions in all the above components will be of **Matric Level**.

Mode of Final Selection: Final Selection will be made based on the basis of marks scored by candidates in Written Examination followed by **Skill Test**, wherever applicable.

4. **Rights of University**

If circumstances so warrant, the University reserves the right to modify or remove the condition of Minimum Qualifying Marks already prescribed herein for one or more Non-Teaching posts at any stage and/or for any component and/or for any Section. **The decision of the University shall be final and binding on each candidate.**

5. **Syllabus of the Written Examination for various Non-Teaching Positions**

- A. English:** In addition to the testing of candidate's understanding of the English Language, its Vocabulary, Grammar, Comprehension, Letter Writing, Precis, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.
- B. Maths:** This paper will include questions on problems relating to Number Systems, Computation of Whole Numbers, Decimals and Fractions and relationship between Numbers, Fundamental arithmetical operations, Percentages, Ratio and Proportion, Averages, Interest, Profit and Loss, Discount, Mensuration, Time and Distance, Ratio and Time, Time and Work, etc.
- C. General Knowledge and General Awareness:** Questions in this component will be aimed at testing the candidate's general awareness of the environment around him. Questions will also be designed to test knowledge of current events and of such matters of every day observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India and Bihar especially pertaining to sports, History, Culture, Geography, Economic Scene, General Polity, Indian Constitution and Scientific Research etc. These Questions will be such that they do not require a special study of any discipline.
- D. Domain Knowledge and/or Questions related to Statutes/Ordinances/Regulations of University and/or University Act etc. (Not applicable for the post of Library Assistant / Lower Division Clerk / MTS / Library Attendant / Laboratory Attendant):**
- Questions in this component will be aimed at testing the candidate's Domain Knowledge and/or Awareness of Rules of Government of India, Central Secretariat Manual of Office Procedures & University Act. The test will include questions relating to Personnel Administration including Recruitment, Training, Promotion, Pay Scale and Service Matters; Medical Attendance Rules; LTC Rules; Joining Time; TA Rules; Reservation and Concessions for SC, ST, OBC, PwD etc. in Government Service; 6th Pay Commission, 7th Pay Commission, CCS (Leave Rules); Right to Information Act 2005; Grievance Redressal; General Financial Rules 2017; Fundamental and Supplementary Rules & University Act etc.

E. Domain Knowledge and/or Knowledge of Rules of Government of India, Office Procedures & University Act etc. (Applicable only for the post of Library Assistant and Lower Division Clerk):

Questions in this component will be aimed at testing the candidate's Domain Knowledge and/or knowledge of rules of Government of India, Office Procedures & University Act etc.

F. General Intelligence & Reasoning (Applicable only for the post of MTS / Library Attendant / Laboratory Attendant):

Analytical aptitude and ability to observe and distinguish patterns will be tested through questions principally of non-verbal type. This component may include questions on analogies, similarities and differences, spatial visualization, spatial orientation, discrimination, observation, relationship concepts, arithmetical reasoning and figural classification, arithmetic number series, non-verbal series, coding and decoding, etc.

6. The **Skill Test**, wherever applicable is **compulsory**. However, these tests will only be of qualifying nature. **Assessment will not (NOT) be done on the basis of marks of such tests.**

IMPORTANT NOTE: If required, the University shall hold Skill Test for any Non-Teaching Positions even for such Non-Teaching posts for which the University has not mentioned about Skill Test while advertising the various Non-Teaching Positions vide Employment Notice No. 001/2017 dated 6th June 2017. The decision of the University shall be final and binding on each candidate.

7. The appointment of the candidate on the basis of marks in Written Examinations shall be provisional and subject to qualifying in skill test, if any; verification of her/his Character & Antecedents; and if applicable her/his Caste/Tribe/Community Certificate from the respective authorities through proper channel. If the verification reveals anything adverse about her/his character and antecedents and/or that the claim to belong to the Scheduled Caste/Scheduled Tribe/Other Backward Class (Non-Creamy Layer), as the case may be, is false, her/his services will be terminated forthwith without assigning any reasons thereof and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificates.
8. **The list of candidates to be called for Written Examination and details regarding Date, Time, Venue of Written Examination and Hall Ticket/Admit Card shall be notified on the University Website (www.mgcub.ac.in) shortly.** Therefore, the candidates are advised to check the University Website regularly.
9. **DOCUMENTS TO BE SUBMITTED ON THE DAY OF WRITTEN EXAMINATION:** All candidates are required to submit a copy of the dully filled Online Application Form along with self-attested copies of their experience certificate, marksheet/certificate related to educational qualification, No Objection Certificate of current employer and two latest

passport size photographs, wherever applicable at the time of appearing in the Written Examination, failing which the candidate shall not be allowed to sit in a Written Examination. The requisite documents are to be submitted to the Invigilator/Centre Superintendent/University Observer or any other official of the University assigned for this purpose on the day of Written Examination at the assigned Venue/Centre. **Any hazy, unclear photograph shall disqualify candidates from the entire selection process.**

10. **NEGATIVE MARKING: There will be negative marks for wrong answers in the objective tests. One-Fourth of the Correct Answer (i.e., 0.25 marks) will be deducted for each wrong answer.**
11. **USE OF UNFAIR MEANS:** Candidates are not permitted to use Mobile Phone, Calculators or any other electronic / electrical device. Candidates, therefore, **MUST NOT** bring Mobile Phone, Calculators or any other electronic / electrical device inside the Examination premises. Possession of these items, whether in use or not, will be considered as **“use of unfair means”** in the Examination and appropriate action will be taken by the University against such candidates.
12. Success in the examination confers no right for selection unless the University is satisfied after such verification, as may be considered necessary about the candidate, having regard to her/his conduct in service, that she/he is eligible and suitable in all respects for appointment to the post for which the examination is conducted.

13. **Action against Candidates found Guilty of Misconduct**

Candidates are warned that they should not furnish any particulars that are false or suppress any material information in filling up the application form. Candidates are also warned that they should in no case correct or alter or otherwise tamper with any entry in a document or its attested/certified copy submitted by them nor should they submit a tampered/fabricated document. If there is any inaccuracy or any discrepancy between two or more such documents or their attested/certified copies, an explanation regarding this discrepancy should be submitted.

A candidate will be disqualified, if she/he has been declared by the University to be guilty of:

- a. Obtaining support of his/her candidature by any means; or
- b. Impersonating; or
- c. Procuring impersonation by any person;
- d. Submitting fabricated documents or documents which have been tampered with; or
- e. Making statements which are incorrect or false or suppressing material information; or
- f. Resorting to any other irregular or improper means in connection with his/her candidature for the selection; or
- g. Using unfair means during the test; or
- h. Writing irrelevant matter including obscene language or pornographic matter, in the script(s); or

- i. Misbehaving in any other manner in the examination hall; or
- j. Harassing or doing bodily harm to the staff employed by the University for the conduct of their test; or
- k. Bringing mobile Phone/communication device in the Examination Hall/Interview Room; or
- l. Attempting to commit or, as the case may be, abetting the University of all or any of the acts specified in the foregoing clauses may, in addition to rendering himself/herself liable to criminal prosecution, be liable:
 - i. to be disqualified by the University from selection for which he/she is a candidate; and/or
 - ii. to be debarred either permanently or for a specified period by the:
 - University from any Examination or Selection held by them.
 - University from taking admission under the courses offered by them.
 - iii. if he/she is already in service under Government to disciplinary action under the appropriate rules.

14. Resolution of Tie Cases

- a. In case of a tie, the tie will be resolved by the University by referring to the marks scored by the candidates in Section B i.e., a candidate having more marks in the Section B will be given preference.
- b. If the tie still persists then the tie will be resolved by the University by referring to the total marks scored by the candidate in the Written Examination (*Section A + Section B*) i.e., a candidate having more marks in the Written Examination (*Section A + Section B*) gets preference over the candidate(s) with less marks.
- c. If the tie still persists, the candidate having more marks in English will be given preference.
- d. If the tie still persists, the candidate older in age gets preference.
- e. If the tie still persists, it is finally resolved by referring to the alphabetical order of names i.e. a candidate whose name begins with the alphabet which comes first in the alphabetical order gets preference.

15. University Decision Final:

The decision of the University in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s), allotment of examination centres and preparation of merit list will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

16. Court's Jurisdiction:

In case of any disputes, any suites or legal proceedings against the University in regard to this recruitment, the territorial jurisdiction shall be restricted to the District Court at Motihari and High Court at Patna.

IMPORTANT NOTE:

1. The candidates applying for any Non-Teaching Positions should ensure that they fulfil all the eligibility conditions for admission to the Written Examination. Their admission at all the stages of Written Examination will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If, on verification, at any time before or after the Written Examination and Skill Test (wherever applicable), it is found that they do not fulfil any of the eligibility conditions, their candidature for the examination will be cancelled by the University.
2. The candidates must carry at least one latest photo bearing identification proof such as Driving Licence / Voter Card / Aadhaar Card / Identity Card issued by University / College, Income Tax Pan Card in original to the Examination Centre, failing which they will not be allowed to appear for the same.
3. Any attempt to influence the authorities by way of recommendations will ab-initio disqualify the candidate.

S/d

**OSD Administration (I/C)
Mahatma Gandhi Central University**