

# MAHATMA GANDHI CENTRAL UNIVERSITY, BIHAR

[Established under Central Universities (Amendment) Act, 2014]

PO Box No. 1, Motihari, District – East Champaran, Bihar – 845 401

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## ADDENDUM TO EMPLOYMENT NOTICE NO.: 001/2016 DATED 22.03.2016

Dated: 4<sup>th</sup> April, 2016

1. The University vide its **Employment Notice No.: 001/2016 dated 22<sup>nd</sup> March, 2016** has advertised various Non-Teaching Positions to be filled on Deputation / Short-Term Contract Basis.
2. In pursuance to instructions issued by Department of Personnel & Training, Ministry of Personnel, Public Grievances and Pensions vide their **Office Memorandum No. 39020/01/2013-Estt.(B)-Part dated 29<sup>th</sup> December, 2015** regarding Discontinuation of Interview at Junior Level Posts in the Government of India, the University has decided that it would hold only Written Examination for selection to the under mentioned categories of posts as per schedule given below::

Sl. No.	Name of the Post	Date and Time of Written Examination	Place of Written Examination
1.	Section Officer (SO)	30 <sup>th</sup> April, 2016 [09:00 AM to 10:30 AM]	Chanakya National Law University, Nyaya Nagar, Mithapur, District – Patna, Bihar - 800 001
2.	Private Secretary (PS)	30 <sup>th</sup> April, 2016 [09:00 AM to 10:30 AM]	
3.	Assistant	30 <sup>th</sup> April, 2016 [11.30 AM to 01:00 PM]	
4.	Upper Division Clerk (UDC)	30 <sup>th</sup> April, 2016 [02.00 PM to 03.30 PM]	
5.	Lower Division Clerk (LDC)	30 <sup>th</sup> April, 2016 [04:30 PM to 06:00 PM]	

3. The skill tests for the post of Private Secretary (*i.e., English Typing Speed and English Stenography Speed*) and Lower Division Clerk (*i.e., English Typing Speed*) 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.**
4. **Final Selection will be on the basis of candidate's performance in the Written Examination.**
5. **For the post of Private Secretary and Lower Division Clerk, the candidates who have secured maximum marks in Written Examination will be called for Skill Test. If the selected candidate is not able to qualify the skill test then the next candidate in order of merit will be called for skill test.**

## 6. Pattern of the Written Examination:

### A. SECTION OFFICER (SO) AND PRIVATE SECRETARY (PS):

The written examination will consist of one objective type paper containing 100 questions carrying 100 marks, with the following composition:

Subject	Number of Questions	Maximum Marks	Minimum Marks to be scored for qualifying	Duration / Time Allowed
English	20	20	10	Ninety Minutes (Composite)
General Intelligence and Reasoning	15	15	NA	
General Knowledge and General Awareness	15	15	NA	
Maths	20	20	10	
Knowledge of Rules of Government of India & University Act	30	30	15	

All questions will be of Objective Multiple Choice Type. The questions in all the above components will be of Graduation level.

### B. ASSISTANT:

The written examination will consist of one objective type paper containing 100 questions carrying 100 marks, with the following composition:

Subject	Number of Questions	Maximum Marks	Minimum Marks to be scored for qualifying	Duration / Time Allowed
English	20	20	10	Ninety Minutes (Composite)
General Intelligence and Reasoning	15	15	NA	
General Knowledge and General Awareness	15	15	NA	
Maths	20	20	10	
Knowledge of Rules of Government of India & University Act	30	30	15	

All questions will be of Objective Multiple Choice Type. The questions in all the above components will be of Graduation level.

**C. UPPER DIVISION CLERK (UDC):**

The written examination will consist of one objective type paper containing 100 questions carrying 100 marks, with the following composition:

Subject	Number of Questions	Maximum Marks	Minimum Marks to be scored for qualifying	Duration / Time Allowed
English	20	20	10	Ninety Minutes (Composite)
General Intelligence and Reasoning	15	15	NA	
General Knowledge and General Awareness	15	15	NA	
Maths	20	20	10	
Knowledge of Rules of Government of India & University Act	30	30	15	

All questions will be of Objective Multiple Choice Type. The questions in all the above components will be of Graduation level.

**D. LOWER DIVISION CLERK (LDC):**

The written examination will consist of one objective type paper containing 100 questions carrying 100 marks, with the following composition:

Subject	Number of Questions	Maximum Marks	Minimum Marks to be scored for qualifying	Duration / Time Allowed
English	20	20	10	Ninety Minutes (Composite)
General Intelligence and Reasoning	15	15	NA	
General Knowledge and General Awareness	15	15	NA	
Maths	20	20	10	
Knowledge of Rules of Government of India & University Act	30	30	15	

All questions will be of Objective Multiple Choice Type. The questions in all the above components will be of 10+2 level.

## **7. Syllabus for the Written Examination:**

### **A. General Intelligence & Reasoning:**

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.

### **B. 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.

### **C. Mathematics:**

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.

### **D. English:**

Candidates' ability to understand basic English, his/her basic comprehension would be tested.

### **E. Knowledge of Rules of Government of India & University Act:**

Questions in this component will be aimed at testing the candidate's knowledge and awareness of Rules of Government of India & University Act. The test will include questions relating to Personnel Administration including recruitment, training, promotion, pay scale and service matters; Reservation and Concessions for SC, ST, OBC, PH etc.; CCS (Leave Rules); Right to Information Act 2005; General Financial Rules; Fundamental and Supplementary Rules & University Act etc.

8. The appointment of the candidate who have secure more marks in Written Examinations is provisional and is subject to qualifying of skill test, if any; verification of his/her Character & Antecedents; and if applicable his/her Caste / Tribe / Community Certificate from the respective authorities through proper channel. If the verification reveals anything adverse about your character and antecedents and/or that the claim to belong to the Scheduled Caste / Scheduled Tribe / Other Backward Class or not belonging to creamy layer, as the case may be, is false, his/her services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificates.

9. The Date, Time and Venue of Written Examination is subject to change, in which event the new Date, Time and Venue will be notified through University Website (**www.mgcub.ac.in**) only. Therefore, the candidates are advised to check the University Website regularly.
10. **NEGATIVE MARKING: There will be negative marks for wrong answers in the objective tests. One half (i.e., 0.50 marks) marks will be deducted for each wrong answers.**
11. 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 his/her conduct in service, that he/she is eligible and suitable in all respects for appointment to the post for which the examination is conducted.
13. **CANDIDATES SHOULD PROVIDE A CLEAR PHOTOGRAPH SHOWING FRONT FACE ALONGWITH DOCUMENTS. ANY HAZY, UNCLEAR PHOTOGRAPH SHALL DISQUALIFY CANDIDATES FROM THE ENTIRE SELECTION PROCESS.**
14. **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 who is or 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.

#### **15. RESOLUTION OF TIE CASES:**

- a. The tie is resolved by the University by referring to the total marks in the Written Examination i.e. a candidate having more marks in the written examination gets preference over the candidate(s) with less marks.
- b. If the tie still persists then the marks in Knowledge of Rules of Government of India & University Act and English (*for the post of Section Officer, Private Secretary, Assistant, UDC and LDC*) are referred to i.e., a candidate having more marks in the concerned subject will be given preference.
- 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.

#### **16. 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.

#### **17. COURTS 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 Courts in Bihar at District Court at Motihari and High Court at Patna.

**IMPORTANT NOTE:**

- 1. The candidates applying for the examination 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 shall 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.**