

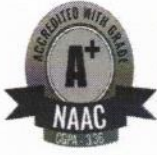
**स्थापना एवं भर्ती – II अनुभाग/ Establishment & Recruitment – II Section**

**Scheme of Examination for Written Test and Skill Test**

**1. Name of the Post: Section Officer**

<i>Paper</i>	<i>Syllabus</i>	<i>Total Marks</i>	<i>Minimum Qualifying Percentage</i>
Paper-I (Objective Type/MCQ)	(i) General Knowledge (ii) Reasoning ability (iii) Numerical Ability (iv) English Language	150	40%
Paper-II (Descriptive)	(i) Noting, Drafting and essay/short-para writing (ii) Knowledge of Establishment, Accounts, Examinations, Educational Institutions and Indian Language & Culture	100	40%
Skill Test	Knowledge of Computers (MS Office)	Qualifying in Nature	Candidates who secure minimum 50% marks in Paper-I & II combined will be eligible to be called for skill test. However, the candidates will be called for Skill Test as per merit in the Written Test and the criteria prescribed in MANUU Cadre Recruitment Rules

Note: Option will be given to the candidates to write answers in English/Hindi/Urdu for Paper-II.

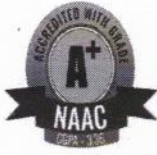


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**2. Name of the Post: Assistant**

<i>Paper</i>	<i>Syllabus</i>	<i>Total Marks</i>	<i>Minimum Qualifying Percentage</i>
Paper-I (Objective Type/MCQ)	(i) General Knowledge (ii) Reasoning ability (iii) Numerical Ability (iv) English Language	150	40%
Paper-II (Descriptive)	(i) Noting, Drafting and essay/short-para writing (ii) Knowledge of Establishment, Accounts, Examinations, Educational Institutions and Indian Language & Culture	100	40%
Skill Test	Knowledge of Computers (MS Office)	Qualifying in Nature	Candidates who secure minimum 50% marks in Paper-I & II combined will be eligible to be called for skill test. However, the candidates will be called for Skill Test as per merit in the Written Test and the criteria prescribed in MANUU Cadre Recruitment Rules

Note: Option will be given to the candidates to write answers in English/Hindi/Urdu for Paper-II.



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3. Name of the Post: Instructor-Polytechnic (Civil Engineering)

Paper	Syllabus	Total Marks	Minimum Qualifying Percentage
(Objective Type/MCQ)	(i) Reasoning ability (ii) General Knowledge (iii) English and Urdu Languages (iv) Civil Engineering	100	50%
Skill Test	Civil Engineering	Qualifying in Nature	Candidates who secure minimum 50 marks will be eligible to be called for skill test. However, the candidates will be called for Skill Test as per merit in the Written Test and the criteria prescribed in MANUU Cadre Recruitment Rules



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4. Name of the Post: Lower Division Clerk (LDC)

Paper	Syllabus	Total Marks	Minimum Qualifying Percentage
Paper-I (Objective Type/MCQ)	(i) Reasoning ability (ii) Simple Arithmetic (iii) General Knowledge (iv) English Language	100	40%
Paper-II (Descriptive)	Essay and letter Writing (To be answered in English/Hindi/Urdu)	100	40%
Skill Test	Knowledge of Computers (MS Office)/English Typing @35 WPM or Hindi/Urdu Typing @ 30 WPM	Qualifying in Nature	Candidates who secure minimum 50% marks in Paper-I & II combined will be eligible to be called for skill test. However, the candidates will be called for Skill Test as per merit in the Written Test and the criteria prescribed in MANUU Cadre Recruitment Rules



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5. Name of the Post : Multi Tasking Staff (MTS)

Paper	Syllabus	Total Marks	Minimum Qualifying Percentage
Objective Type/MCQ/Descriptive	(i) Reasoning Ability (ii) General Awareness (iii) English Language and Comprehension (iv) Letter Writing (v) Short Essay	100	50%
Skill Test	Basic practical knowledge of computers	Qualifying in Nature	Candidates who secure minimum 50 marks will be eligible to be called for skill test. However, the candidates will be called for Skill Test as per merit in the Written Test and the criteria prescribed in MANUU Cadre Recruitment Rules

Note: Option will be given to the candidates to write answers in English/Hindi/Urdu for descriptive questions.



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**6. Name of the Post: Lab Attendant**

Paper	Syllabus	Total Marks	Minimum Qualifying Percentage
Objective Type/MCQ/ Descriptive	(i) Reasoning ability (ii) General Knowledge (iii) English Language (iv) Knowledge of maintenance of Vocational, Technical and Sciences Laboratories (v) Letter Writing (vi) Short Essay	100 Marks	50%
Skill Test	Practical Knowledge of maintenance of Vocational, Technical and Sciences Laboratories	Qualifying in Nature	Candidates who secure minimum 50 marks will be eligible to be called for skill test. However, the candidates will be called for Skill Test as per merit in the Written Test and the criteria prescribed in MANUU Cadre Recruitment Rules

Note: Option will be given to the candidates to write answers in English/Hindi/Urdu for descriptive questions.