



**दक्षिण बिहार केन्द्रीय विश्वविद्यालय**  
**CENTRAL UNIVERSITY OF SOUTH BIHAR**  
 (Advertisement No. CUSB/Advt./34/2019)

**MODALITIES AND DATE FOR CONDUCT OF WRITTEN/ SKILL TEST**

**Date:04.02.2020**

Sl. N.	Post Code	Post	Descriptive Test Total Marks – 100	Skill Test Total Marks -50	DATE OF EXAM/ TEST
			Minimum Qualifying Marks-50%	Minimum Qualifying Marks-50%	
1	20	Section Officer	➤ Descriptive Test comprising Subject specific area related to the post.	Nil	<p style="text-align: center;"><b>13<sup>TH</sup> FEBRUARY 2020</b></p> <p style="text-align: center;"><b>Reporting Time: 8:30 AM</b></p>
2	21	Private Secretary	Do	➤ English/Hindi Stenography speed: 120 wpm in English or 100 wpm in Hindi ➤ English/Hindi Typing Test: 35 wpm in English or 30 wpm in Hindi.	
3	25	Assistant	Do	Nil	
4	26	Personal Assistant	Do	➤ Proficiency in Stenography in English or Hindi with minimum speed of 100 wpm ➤ Proficiency in typing in English/Hindi with minimum speed of 35/30 wpm respectively.	

**Note:**

1. Skill Test is qualifying in nature.
2. The answer scripts of the candidates for the Descriptive Test shall be evaluated only in respect of those candidates, who secure the minimum qualifying marks (50%) in Skill Test.
3. Final merit list of the candidates shall be drawn based on the performance in Descriptive Test.
4. **Candidates are directed to must carry their claimed essential documents in original without which he/she will not be allowed to appear in the Exam/Test in any circumstances.**

Sd/-  
REGISTRAR