



**दक्षिण बिहार केन्द्रीय विश्वविद्यालय**  
**CENTRAL UNIVERSITY OF SOUTH BIHAR**  
**(Advertisement No. CUSB/Advt./41/2023)**



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

SL No.	Post Code	Post	Written Test (Paper I) Total Marks – 100	Descriptive Test (Paper II) Total Marks – 100	Skill Test	Date of Exam/Test
			Minimum Qualifying Marks-40%	Minimum Qualifying Marks-50%	Minimum Qualifying Marks-50%*	
1	21	Private Secretary*	Parameters/subjects comprising Reasoning Ability, Simple Arithmetic, General Knowledge, Domain Knowledge of its field, Language Proficiency in English and Hindi & Noting and Drafting		➤ Dictations: 10 minutes @ 120 wpm in English or 100 wpm in Hindi ➤ Transcription: 50 minutes (English) or 60 minutes (Hindi)	24 <sup>th</sup> November, 2023
2	26	Personal Assistant*	Parameters/subjects comprising Reasoning Ability, Simple Arithmetic, General Knowledge, Domain Knowledge of its field, Language Proficiency in English and Hindi & Noting and Drafting		➤ Dictations: 10 minutes @ 100 wpm ➤ Transcription: 40 minutes (English) or 55 minutes (Hindi)	24 <sup>th</sup> November, 2023
3	40	Statistical Assistant	Parameters/subjects comprising Reasoning Ability, Simple Arithmetic, General Knowledge & Domain Knowledge of Statistical Data & Data analysis.		Skill test on Computer	27 <sup>th</sup> November, 2023
4	44	Laboratory Assistant	Parameters/subjects comprising Reasoning Ability, Simple Arithmetic, General Knowledge & Domain Knowledge of scientific instrument of specific Laboratory.		Skill test to be carried out in Laboratory	24 <sup>th</sup> November, 2023
5	45	Lower Division Clerk*	Parameters/subjects comprising Reasoning Ability, Simple Arithmetic, General Knowledge & Writing Skills based on Graduation level.		➤ English Typing : 35 wpm or Hindi Typing : 30 wpm <b>(Font: Kruti Dev 010)</b> ➤ Proficiency in Computer Operations.  Must to clear the skill test (Minimum requirement)	26 <sup>th</sup> November, 2023