



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-60%	Minimum Qualifying Marks-60%	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 & Writing and Drafting		• Dictation: 10 minutes @ 120 wpm in English or 100 wpm in Hindi • Transcription: 50 minutes (English) or 60 minutes (Hindi)	24 th 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 & Writing and Drafting		• Dictation: 10-minutes @ 120 wpm • Transcription: 40 minutes (English) or 50 minutes (Hindi)	24 th 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 th 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 th November, 2023
5	45	Lower Division Clerk*	Parameters/subjects comprising Reasoning Ability, Simple Arithmetic, General Knowledge & Writing Skills based on Graduation level.		• English Typing : 25 wpm or Hindi Typing : 30 wpm (Fast & Accurate) • Proficiency in Computer Operations. Must to clear the skill test (Minimum requirement)	26 th November, 2023