



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	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	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.	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.	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.	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

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%*	
6	49	Laboratory Attendant	Parameters/subjects comprising Reasoning Ability, Simple Arithmetic, General Knowledge & Domain Knowledge of Science on Intermediate level.		Computer based test	27 <sup>th</sup> November, 2023
7	53	Multi-Tasking Staff (MTS)	Parameters/subjects comprising Reasoning Ability, Simple Arithmetic, General Knowledge.		Computer handling and typing knowledge of Computer, Driving Skill and any other expertise	25 <sup>th</sup> November, 2023

**Note:**

\* **Minimum qualifying marks of 50% in Skill Test is not applicable to the posts of Private Secretary, Personal Assistant and Lower Division Clerk as the candidates have to qualify the prescribed minimum requirement mentioned in respective column.**

1. Skill Test is mandatory / qualifying depending on post as per Cadre Recruitment Rules (CRR).
2. The answer scripts of the candidates will be evaluated only in respect of those candidates, who qualify in Skill Test as laid down in CRR.
3. Final merit list of the candidates shall be drawn based on the performance of total marks in Written Test (Paper I) and Descriptive Test (Paper II).
4. **Candidates are directed to must carry their ID proof in original without which he/she will not be allowed to appear in the Examination/Test in any circumstances.**
5. **Written, Descriptive test and Skill may be conducted either in same day or next day.**
6. **The University at its discretion may hold single Written Test (Descriptive Test) and Skill Test, wherever applicable, depending upon the number of candidates/job requirements.**

**Sd/-  
REGISTRAR**