



**चौधरी रणबीर सिंह विश्वविद्यालय, जिन्द**  
**Chaudhary Ranbir Singh University, Jind**  
 (Established by the State Legislature Act 28 of 2014)  
 Recognized u/s 12-B & 2(f) by UGC Act 1956)



## Selection Criteria of Various Non-teaching Posts

Sr No.	Name of the Post	Selection Criteria (Weightage Points)	Syllabus for Skill Test
1.	<b>XEN (Civil)</b>	i. <b>Matriculation:</b> 5 (0.05x percent of marks obtained) ii. <b>10+2:</b> 10 (0.10x percent of marks obtained) iii. <b>Graduation:</b> 15 (0.15x percent of marks obtained) iv. <b>Post-Graduation:</b> 20 (0.20x percent of marks obtained). v. Relevant Experience in Central/ State funded University/ Government/ PSUs/ Organization of repute: Max. 05 Marks (1 mark for one year experience) vi. Extra-Curricular Activities/ Achievements: 05 marks# vii. <b>Domain Knowledge:</b> 20 Marks viii. <b>Interview Performance:</b> 20 Marks <b>Total Marks: 100</b>	<i>Not applicable</i>
2.	<b>Personal Assistant (PA)</b>	i. <b>Matriculation:</b> 5 (0.05x percent of marks obtained) ii. <b>10+2:</b> 5 (0.05x percent of marks obtained) iii. <b>Graduation:</b> 25 (0.25x percent of marks obtained) iv. <b>Post-Graduation:</b> 15 (0.15x percent of marks obtained) v. Relevant Experience as Personal Assistant/ Senior Scale Stenographer in a Central/ State funded University /Govt. Institution/Public Sector Undertaking/: Max. 05 Marks (1 mark for one year experience) vi. Extra-Curricular Activities/ Achievements: 05 marks# vii. Skill Test: (Shorthand and Computer Typing Test: <b>20 Marks</b> ), (Comprehension, Noting/ Drafting: <b>20 Marks</b> ) <b>Total Marks: 100</b>	1. Skill Test (Shorthand and Computer Typing Test) shall be of 25 Marks and One mark shall be deducted for each mistake and 25 Multiple choice questions on Microsoft Office/ Internet. (Total Marks: 50, Duration of Test: 25 Minutes)  2. Skill Test: (Comprehension: 25 marks and Noting and Drafting: 25 marks) Total 50 Marks, Duration of Test: 45 Minutes.  Weight-age: 40%
3.	<b>Laboratory Technician (Physics/ Chemistry/ Mathematics)</b>	i. <b>Matriculation:</b> 10 (0.10x percent of marks obtained) ii. <b>10+2:</b> 10 (0.10x percent of marks obtained) iii. <b>Graduation:</b> 20 (0.20x percent of marks obtained) iv. <b>Post-Graduation:</b> 10 (0.10x percent of marks obtained) v. Relevant Experience in a Central/ State funded University /Govt. Institution/Public Sector Undertaking/: Max. 05 Marks (1 mark for one year experience) vi. Extra-Curricular Activities/ Achievements: 05 marks# vii. Skill Test: 40 Marks <b>Total Marks: 100</b>	There shall be 100 multiple choice questions, including 10 questions each from English, Hindi, Arithmetic, General Awareness and General Science of <b>50 Marks</b> and 50 questions for aptitude test of relevant field of <b>50 Marks</b> .  <b>Total: 100 Marks</b>  Duration of Test: 90 Minutes  Weight-age: 40%

5.	<b>Assistant</b>	i. <b>Matriculation:</b> 10 (0.10x percent of marks obtained) ii. <b>10+2:</b> 15 (0.15x percent of marks obtained) iii. <b>Graduation:</b> 20 (0.20x percent of marks obtained) iv. <b>Post-Graduation:</b> 05 (0.05x percent of marks obtained) v. <b>Relevant Experience in a Central/ State funded University /Govt. Institution/Public Sector Undertaking:</b> Max. 05 Marks (1 mark for one year experience) vi. Extra-Curricular Activities/ Achievements: 05 marks# vii. <b>Typing Test:</b> 10 Marks (30 WPM= 06 marks and above 0.2 marks of each additional word typing speed subject to a maximum of 04 marks) i. <b>Skill Test:</b> 30 Marks  <b>Total Marks: 100</b>	Skill Test: (Comprehension: 10 marks and Noting and Drafting: 10 marks): <b>20 Marks</b> , 20 Multiple choice questions on Microsoft Office/ Internet of 10 Marks.  <b>Total: 30 Marks</b>  Duration of Test: 60 Minutes.
6.	<b>Caretaker</b>	i. <b>Matriculation:</b> 10 (0.10x percent of marks obtained) ii. <b>10+2:</b> 10 (0.10x percent of marks obtained) iii. <b>Graduation/ Diploma in Housekeeping/ Front Office Management:</b> 25 (0.25x percent of marks obtained) iv. <b>Post-Graduation:</b> 5 (0.05x percent of marks obtained) v. Relevant Experience as Caretaker in University/Govt. Institution/Public Sector Undertaking/: Max. 05 Marks (1 mark for one year experience) vi. Extra-Curricular Activities/ Achievements: 05 marks# vii. Skill Test: 40 Marks  <b>Total Marks: 100</b>	There shall be 100 multiple choice questions, including 10 questions each from English, Hindi, Arithmetic, General Awareness and General Science of <b>50 Marks</b> and 50 questions for aptitude test of relevant field of <b>50 Marks</b> .  <b>Total: 100 Marks</b>  Duration of Test: 90 Minutes  Weight-age: 40%
7.	<b>Clerk</b>	i. <b>Matriculation:</b> 10 (0.10x percent of marks obtained) ii. <b>10+2:</b> 15 (0.15x percent of marks obtained) iii. <b>Graduation:</b> 20 (0.20x percent of marks obtained) iv. <b>Post-Graduation:</b> 05 (0.05x percent of marks obtained) v. <b>Relevant Experience in a Central/ State funded University /Govt. Institution/Public Sector Undertaking:</b> Max. 05 Marks (1 mark for one year experience) vi. Extra-Curricular Activities/ Achievements: 05 marks# vii. <b>Typing Test:</b> 10 Marks (30 WPM= 06 marks and above 0.2 marks of each additional word typing speed subject to a maximum of 04 marks) viii. <b>Skill Test:</b> 30 Marks  <b>Total Marks: 100</b>	There shall be 30 multiple choice questions, including 06 questions each from English, Hindi, Arithmetic, General Awareness and General Science of 15 Marks and 30 Multiple choice questions on Microsoft Office/ Internet of 15 Marks.  <b>Total: 30 Marks</b> Duration of Test: 90 Minutes
8.	<b>Laboratory Attendant (Physics/Chemistry/Mathematics)</b>	i. <b>Matriculation:</b> 10 (0.10x percent of marks obtained) ii. <b>10+2:</b> 10 (0.10x percent of marks obtained) iii. <b>Graduation:</b> 20 (0.20x percent of marks obtained) iv. <b>Post-Graduation:</b> 10 (0.10x percent of marks obtained) v. Relevant Experience in a Central/ State funded University /Govt. Institution/Public Sector Undertaking/: Max. 05 Marks (1 mark for one year experience) vi. Extra-Curricular Activities/ Achievements: 05 marks# vii. Skill Test: 40 Marks  <b>Total Marks: 100</b>	There shall be 100 multiple choice questions, including 10 questions each from English, Hindi, Arithmetic, General Awareness and General Science of <b>50 Marks</b> and 50 questions for aptitude test of relevant field of <b>50 Marks</b> .  <b>Total: 100 Marks</b>  Duration of Test: 90 Minutes  Weight-age: 40%

9.	<b>Peon</b>	i. <b>Matriculation:</b> 25 (0.25x percent of marks obtained) ii. <b>10+2:</b> 20 (0.20x percent of marks obtained) iii. <b>Graduation:</b> 05 (0.05x percent of marks obtained) iv. Relevant Experience as Peon in University/Govt. Institution/Public Sector Undertaking/: Max. 05 Marks (1 mark for one year experience) v. Extra-Curricular Activities/ Achievements: 05 marks# vi. Skill Test: 40 Marks  <b>Total Marks: 100</b>	There shall be 100 multiple choice questions, including 10 questions each from English, Hindi, Arithmetic, General Awareness and General Science of <b>50 Marks</b> and 50 questions for aptitude test of relevant field of <b>50 Marks</b> .  <b>Total: 100 Marks</b>  Duration of Test: 90 Minutes  Weight-age: 40%
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1. In case, if the number of eligible candidates are upto 100 for non-teaching posts except group C & D (i.e. Sr. No. 2 to 9), then the screening shall be based on marks obtained out of sixty (60) marks allotted for Academics, Relevant Experience and Extra-curricular activities/Achievements in the Selection Criteria. Maximum Thirty (30) eligible candidates will be called for interview for One (01) post and Ten (10) additional candidates will be called for interview in order of merit for each additional post upto Five (05) posts. From 6<sup>th</sup> post onwards, the ratio of posts and candidates to be called for interview will be 1:5. On the last position, if more than one candidate are having same marks then all such candidates will be called for interview.
2. In case, if the number of eligible candidates are more than 100 for non-teaching posts except group C & D (i.e. Sr. No. 2 to 9), then suitable screening criteria may be adopted by the University. In case, a screening test is conducted for screening then the syllabus/scheme of such test will be displayed on University Website for information of candidates. However, number of maximum candidates to be called for interview shall remain same as mentioned in point no. 1.
3. Six percent (06%) mistakes in case of Personal Assistant (PA) will be exempted for qualifying the Shorthand Test.

**Notes:**

1. The marks of experience shall be considered over and above the requisite experience.

2. # Extra-Curricular Activities/ Achievements: (Maximum 05 marks)

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| i.    | Gold Medal at any two Academic Levels                         | : 05 marks.     |
| ii.   | Gold Medal at any Academic Levels                             | : 03 marks      |
| iii.  | NCC 'C' Certificate   | : 03 marks      |
| iv.   | NCC 'B' Certificate   | : 02 marks      |
| v.    | NSS Camp Attended Certificate (01 mark for one week)          | : 02 marks      |
| vi.   | Sports position holder at International Level                 | : 05 marks      |
| vii.  | Sports participation at International Level                   | : 03 marks each |
| viii. | Sports position holder at National level                      | : 03 marks each |
| ix.   | Sports participation at National level                        | : 02 marks each |
| x.    | Sports position at State Level / Inter-University (Zonal)     | : 02 marks each |
| xi.   | Sports participation at State Level/ Inter-University (Zonal) | : 01 mark each  |