स्थापना एवं भर्ती – II/**ESTABLISHMEN & RECRUITMENT – II SECTION**

No.MANUU/ER-II/EF.123/2023-24/1441   24th November 2023

CIRCULAR

Sub: Tentative schedule of written test for promotion to the posts of Assistant
Registrar and Computer Programmer through DPC – Reg.
Ref: Notification No. MANUU/ER-II/EF.123/2022/23/1879 dated 07.03.2023
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With reference to the subject cited above, it is hereby informed to all the
employees concerned who applied for promotion to the posts of Assistant Registrar
and Computer Programmer against the notification cited in the reference that the
written test for both these posts is expected to be conducted in the second week of
December 2023 tentatively.

The details of syllabus, scheme of examination, qualifying marks, general
terms and conditions etc are annexed herewith.

The final schedule and venue shall be notified shortly.

Registrar 24/11/2023

Copy to:
1. All the candidates concerned through University website
2. The Director, CIT – with a request to upload on the University website
3. Concerned File

SYLLABUS FOR DEPARTMENTAL EXAMINATION FOR PROMOTION FROM THE POST OF SECTION OFFICER/AAO/PRIVATE SECRETARY TO THE POST OF <u>ASSISTANT REGISTRAR</u> IN MANUU - 2023

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I.   SYLLABUS

The candidates appearing the examination for promotion to the post of Assistant Registrar are expected to have the knowledge of the following subjects and the Written Test shall broadly cover the same:-

i.   General Awareness related to current events of national importance, History of India and Indian National Movement, Indian Polity & Economy, Indian Geography, basic science, Constitution of India with special reference to Education, Organization of the machinery of the Government of India, and MANUU, subject of interest and importance on the present day relating to Higher educational policy of the Government of India and its regulatory bodies (UGC, AICTE, NAAC, NCTE etc)

ii.   English Language Comprehension

iii. Data Interpretation

iv.   Knowledge of operation of computers and MS Office

v.   Suitable provisions as applicable to MANUU (Act, Statutes and Ordinances etc)

vi.   General Service matters as applicable to Central Government employees including CCS (CCA) Rules, 1965, CCS (Conduct) Rules, 1964, CCS (Leave) Rules, 1972, Fundamental and Supplementary Rules etc

vii. Accounts & Finance matters and GFR as applicable to Central Government employees

viii. Suitable provisions as applicable to MANUU (Act, Statutes and Ordinances etc)

ix.   Reservations and Concessions for SC, ST, OBC, PwD etc.

x.   The Right to Information Act, 2005

xi.   Office Procedure, noting and drafting skills

xii. Essay on promotion of Urdu language/objectives of the University as per its mandate

II.   Reference Books and Study materials recommended:

The following Books/websites may be helpful to the candidates for the purpose of the departmental examination-

1)   Annual Reports of Ministry of Education (Department of Higher Education), UGC and MANUU

2)   MANUU Act, Statutes and Ordinances.

3)   NCERT Books - X Std for the subjects covering History of India and Indian National Movement, Indian Polity & Economy, Indian Geography, basic sciences.

4)   Latest Edition of Swamy's Hand Book

5)   Manual of Office Procedure (soft copy available in the DoPT site)

6)   Fundamental and Supplementary Rules (Swamy's compilation)

7)   The Central Civil Services (CCA) Rules, 1965.

8)   General Financial Rules, 2017.

9) Central Civil Services (Leave) Rules, 1972 (Swamy's compilation).
10) The Constitution of India.
11) Establishment and Administration Manual (Swamy's compilation)
12) Reservations and Concessions for SC, ST, OBC, PH, EWS etc. (Swamy's compilation)
13) websites of MoE, UGC, AICTE, NCTE, NAAC, MANUU.

III. Scheme of the Examinations:

The Question Paper shall consists of 100 marks including MCQs and Descriptive Questions and total time shall for the examination shall be of Two and half (2 1/2) hours

i)	70 Multiple Choice Questions (MCQs) of one mark each	70x1=70
ii)	Three Descriptive Questions of 10 marks each	3x10=30
	(Total five questions shall be given and the candidate is required to attempt any three questions)	

IV. Minimum Qualifying Marks:

i) The minimum qualifying marks for general category candidates shall be 50%.
ii) The minimum qualifying marks for SC/ST/PwD candidates shall be 40% for the posts reserved for such categories as per roster points.
iii) No separate qualifying marks are fixed for MCQs and Descriptive questions and the combined score of a candidate in MCQs and Descriptive shall be taken into consideration.

V. General conditions:

i) There shall be no interview and promotion shall be based on the qualifying in the Departmental Test and quality of service records/APARs/ACRs.
ii) Candidates qualified shall be considered for promotion for the current vacancies and future vacancies arising within one year only.
iii) For other conditions, the provisions under Ordinance 3 and MoE/UGC guidelines and EC decisions shall be applicable.

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SYLLABUS FOR DEPARTMENTAL EXAMINATION FOR PROMOTION FROM THE POST OF COMPUTER OPERATOR TO THE POST OF COMPUTER PROGRAMMER IN MANUU - 2023

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I.   SYLLABUS

(i)   Reasoning ability
(ii) Simple Arithmetic
(iii) General Knowledge
(iv) English Language
(v)   Information Technology
(vi) Operating System
(vii) Object Oriented Programming
(viii) Data Structures
(ix) Data Communication and Computer Networks
(x)   Database System
(xi) PHP Programming
(xii) Advanced Algorithm
(xiii) Cloud Computing

II.   SCHEME OF EXAMINATION:

The Question Paper shall consists of 100 Multiple Choice Questions (MCQs) and total time for the examination shall be of Two (02) hours

100 Multiple Choice Questions (MCQs) of one mark each   100x1=100

III. Minimum Qualifying Marks:

i)   The minimum qualifying marks for general category candidates shall be 50%.
ii)   The minimum qualifying marks for SC/ST/PwD candidates shall be 40% for the posts reserved for such categories as per roster points.

IV. General conditions:

i)   There shall be no interview and promotion shall be based on the qualifying in the Departmental Test and quality of service records/APARs/ACRs.
ii)   Candidates qualified shall be considered for promotion for the current vacancies and future vacancies arising within one year only.
iii)   For other conditions, the provisions under Ordinance 3 and MoE/UGC guidelines and EC decisions shall be applicable.

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