

**Scheme of Examination for Recruitment to Non-Teaching Posts of Group A, B & C in  
Central University of Odisha**

**The Scheme of Examination for Stage - I (Objective Type) Computer Based Test (CBT)  
and Stage -II (Descriptive Type) is as follows:**

**ANNEXURE I**

**Scheme of Examination and Components of Written Test:**

Tier	Section	Subject	Marks (No. of Questions)
<b>Tier - I: Multiple Choice Questions (MCQs)</b>			
<b>Tier - I</b>	Section - 1	General Awareness	20 Marks [20 Questions]
	Section - 2	Reasoning and General Intelligence	20 Marks [20 Questions]
	Section - 3	Mathematical Abilities	20 Marks [20 Questions]
	Section - 4	Computer Knowledge	20 Marks [20 Questions]
	Section - 5	Hindi or English Language	20 Marks [20 Questions]
<b>Total (Tier - I)</b>			<b>100 Question = 100 Marks Duration 120 Minutes</b>
<b>Tier - II : Descriptive Type Questions</b>			
<b>Tier - II</b>	Section - 1	Essay Writing and Comprehension	20 Marks [2 Questions]
	Section - 2	Letter Writing and Drafting	20 Marks [2 Questions]
	Section - 3	Translation Hindi to English/English to Hindi (100 -150 Words Each)	20 Marks [2 Questions]
	Section - 4	<b>Domain Knowledge</b> [Engineering/Library/Information and Communication Technology/Security/ Driver/ Laboratory/Technical/Office Procedure]	40 Marks [8 Questions – Short Answers Type]
<b>Total (Tier - II)</b>			<b>14 Questions = 100 Marks Duration 120 Minutes</b>
<b>Tier - III: Interview/Skill Test / Trade Test (Wherever applicable)</b>			
<b>Tier - III</b>	Interview/Skill Test /Trade Test (Wherever applicable)		<b>As per University guidelines</b>

**\*Kindly Note the level of difficulty of the papers shall be different for Group A, B & C posts.**

### Syllabus of Examination (Tier-I):

- (i) **General Awareness:** Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions relating to India and her neighboring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations/Institutions, events etc.
- (ii) **Reasoning & General Intelligence:** The syllabus of General Intelligence includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.
- (iii) **Mathematical Abilities:** The test of Arithmetical and Numerical Ability will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.
- (iv) **Computer Knowledge:** Fundamentals of Computer, Hardware & Software, Input and Output devices, M.S. Word, M.S. Excel and Power Point Presentation, Email & Internet.
- (v) **Hindi or English Knowledge:** In addition to the testing of candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms, and its correct usage etc. would also be tested.

**\*Kindly note that the syllabus for the Stage II (descriptive Type) exam shall be notified shortly.**

### General Instructions for the Examination (Tier-I):

1. The question paper would be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of language must be used throughout.
2. The questions will be of the level of degree/diploma/examination, for the Group B posts & matriculation Level for Group C posts.
3. The minimum qualifying marks to be secured in Paper I shall be 40%. The answer scripts of the candidates for the descriptive test shall be evaluated only in respect of those candidates who secure the minimum qualifying marks in Paper I. The candidates who secure 50% marks in Paper II shall be called for the skill test/interview, wherever applicable. University Reserves the Right to Relax the Percentage of Minimum Qualifying Marks in case Sufficient Number of candidates fail to qualify the Written Test.
4. The marks allocated for the skill test, wherever applicable, shall be 50 and the minimum qualifying marks in the skill test shall be 25. The merit list of the candidates shall be drawn based on the performance in Paper I (Objective Type Test) and Paper II (Descriptive test) and Interview (wherever applicable) subject to qualifying the skill test, wherever applicable.
5. **There shall be negative marking for wrong answers in Paper I to the tune of 1/4<sup>th</sup> of marks allocated per question.**
6. Applicants must ensure they possess the prescribed qualification and experience as on the closing date of application specified in the advertisement.
7. Candidates found doing cheating or any misconduct during the examination are liable to be disqualified for the exam.
8. Candidates shall be allowed to carry with them inside the examination center only the items specified in the Instructions in the Admit Card.
9. There shall be One paper for all Group A posts, One paper for all Group B posts and one paper for all Group C posts, each in a different shift.
10. Candidates applying for multiple Group A posts need to appear for only one Group A paper.
11. Candidates applying for multiple Group B posts need to appear for only one Group B paper.
12. Candidates applying for multiple Group C posts need to appear for only one Group C paper.
13. Candidates applying for posts of different groups must take papers of all those

groups which will be in different shifts.

14. Candidates taking papers for more than one group shall have the same exam center for all the papers.
15. Admit cards shall be issued five days in advance. No request for change in exam city shall be accepted.