

RASHTRIYA SANSKRIT SANSTHAN
(Deemed University)
Shree Sadashiva Campus

Date:-27.11.2018

IMPORTANT NOTIFICATION

The Rashtriya Sanskrit Sansthan (Deemed to be University), *Shree Sadashiva* Campus has released vacancy notification for the posts of Lower Division Clerk/MTS/Library Attendant published vide Advertisement No...../2018 in *Samaj* daily News Dated *03* November, 2018. The Headquarter Office of Rashtriya Sanskrit Sansthan at New Delhi and other Campuses of the Sansthan located at different places have also released advertisements in Employment News/local/National dailies for vacancy notification for the post(s) of Lower Division Clerk/MTS/Library Attendant falling vacant there.

It has been noticed that some candidates have applied through online in the Headquarter Office, New Delhi for the vacant post of the Campus and have submitted hard copy of the application to the concerned Campus, and vice versa. Such a practice and procedure is not proper. Candidates are required to apply through online for a particular vacancy centre and submit hard copy of the application to the same vacancy centre. Candidates shall be responsible for cancellation of their candidature for making any deviation in prescribed procedure for applying to the post. The written examination for all these posts at Headquarter Office, New Delhi and its campuses will be conducted on the same day and at the same time. For the vacant posts in the Headquarter Office, venue of Written Examination will be at New Delhi and for the vacant posts at the Campuses will be on local basis to be informed by the concerned Campuses. The venues for Written Examination will be informed in due course by the Headquarter Office/ concerned Campus.

Syllabus and Scheme of Examination for the vacant advertised posts is simultaneously being uploaded on the Campus Website.

Principal
PRINCIPAL / PRINCIPAL I/C *5/12/18*

RASHTRIYA SANSKRIT SANSTHAN
(DEEMED UNIVERSITY)
JANAKPURI, NEW DELHI

Selection Criteria and Scheme of Examination for the post of
Lower Division Clerk

1. General

- 1.1 The examination will consist of written test and skill test (typing) on computer.
- 1.2 Only those candidates who obtain qualifying marks in the written test (to be determined by the sansthan) shall be eligible for appearing in the skill test.
- 1.3 The skill test/typing test will be qualifying in nature but merit list of selection will be drawn on the basis of marks secured in the written test.
- 1.4 Those who qualify skill test will be considered for inclusion in the merit list which shall be prepared on the basis of marks obtained in the written test.
- 1.5 In the event of tie in scores in written test, the following factors will be taken in order of preference in deciding the merit.

(a) Marks obtained in 12th examination.

(b) Marks/grade obtained in the 10th exam.

2. Scheme of the written test and syllabus:

2.1 Objective test: (200 Marks)

Section	Subjects	Questions	Marks	Duration	Qualifying marks
A	General Intelligence & Reasoning	50	50	3 Hours	40% of 200
B	English Language	50	50		
C	Quantitative Aptitude	50	50		
D	General Awareness	50	50		
Total 200					

2.1 (A) Section (A):- General Intelligence & Reasoning:

It would include questions of both verbal and non-verbal type. The test will include questions on Semantic Analogy, Symbolic operations, Symbolic/Number Analogy, Trends,

Figural Analogy, Space Orientation, Semantic Classification, Venn Diagrams, Symbolic/Number Classification, Drawing inferences, Figural Classification, Punched hole/pattern-folding & unfolding, Semantic Series, Figural Pattern – folding and completion, Number Series, Embedded figures, Figural Series, Critical Thinking, Problem Solving, Emotional Intelligence, Word Building, Social Intelligence, Coding and de-coding, Other sub-topics, if any Numerical operations.

2.1 (B) Section (B):- English Language:

Spot the Error, Fill in the Blanks, Synonyms/Homonyms, Antonyms, Spellings/ Detecting Mis-spelt words, Idioms & Phrases, One word substitution, Improvement of Sentences, Active/Passive Voice of Verbs, Conversion into Direct/Indirect narration, Shuffling of Sentence parts, Shuffling of Sentences in a passage, Cloze Passage, Comprehension Passage.

2.1 (C) Section (C):- Quantitative Aptitude:

Arithmetic:

Number Systems: Computation of Whole Number, Decimal and Fractions, Relationship between numbers.

Fundamental arithmetical operations: Percentages, Ratio and Proportion, Square roots, Averages, Interest (Simple and Compound), Profit and Loss, Discount, Partnership Business, Mixture and Allegation, Time and distance, Time and work.

Algebra: Basic algebraic identities of School Algebra and Elementary surds (simple problems) and Graphs of Linear Equations.

Geometry: Familiarity with elementary geometric figures and facts: Triangle and its various kinds of centres, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles.

Mensuration: Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square Base.

Statistical Charts: Use of Tables and Graphs: Histogram, Frequency polygon, Bar diagram, Pie-chart.

2.1(D) Section (D):- General Awareness:

Questions will be designed to test the ability of the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and

experience in their scientific aspects as may be expected of an educated person. The test will include questions relating to India, especially pertaining to History, Indian Culture, Sanskrit language and Literature, Traditional knowledge systems of India, Educational systems, Geography, Economic scene, General Politics including Indian Constitution, and Scientific Research etc. These questions will be such that they do not require a special study of any discipline.

3. For VH candidates of 40% and above visual disability /cerebral palsy affected candidates and opting for scribe there will be no component of Maps/Graphs/Diagrams/Statistical Data in the General Intelligence & Reasoning / General Awareness Paper. Total duration of written examination for VH candidates will be 3 hours and 40 minutes.

4. LDC Skill Test/Computer Typing Test Syllabus Pattern

Skill test norms on Computer English typing @ 35 w.p.m., Hindi typing @30 w.p.m. (time allowed 10 minutes) (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word.)

5. The General Instruction as under:-

- 5.1.1 Candidates must write the papers/indicate the answers in their own hand.
- 5.2 Candidates are not permitted to bring any electronic gadgets/mobile phones except as specified in the Notice/Call letter. They should not, therefore, bring the same inside the Examination Premises / Venue for papers for which their use is not permitted.
- 5.3 If any candidate is found to possess any electronic gadgets unless permitted as in (2) in above or mobile phones or any other means of wireless communication in the working or switched off mode, his/her candidature shall be cancelled forthwith and he/she will be debarred from the Sansthan's examination.
- 5.4 Whenever applicable, the candidates must indicate /write the answer either in Hindi or in English. If answers are indicated/written partly in Hindi and partly in English and vice versa, the Answer script will not be evaluated.
- 5.5 In the question papers, wherever necessary, the Metric systems of weights and measures only will be used.

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Selection Criteria and Scheme of Examination for the post of
Multi Tasking Staff (MTS- Library Attendant)

1. General

- 1.1 The examination will consist of (i) written examination and (ii) Performance Test.
- 1.2 The qualifying marks for the performance test will be as determined by a Performance Assessment Committee duly constituted by Vice Chancellor, RSsS.
- 1.3 Candidates who qualify the written examination will be called for the performance test and the number of candidates may be called upto 1:15 ratio in order of merit of the written examination.
- 1.4 The performance test will be qualifying in nature and merit list for selection will be drawn on the basis of marks secured in the written examination.
- 1.5 In the event of a tie in scores in written examination, the following criteria will be taken in deciding the merit viz. Marks obtained in written examination in order of preference in D,B,A and C as mentioned in para 2.1 below .

2. Scheme of the written examination and syllabus:

- 2.1 The written examination will consist of one objective type paper as shown below:

Section	Subjects	Questions	Marks	Duration	Qualifying marks
A	General Intelligence & Reasoning	50	50	3 Hours	40% of 200
B	Knowledge of Sanskrit & English Languages	50	50		
C	Quantitative Aptitude	50	50		
D	General Awareness & Library Aptitude	50	50		
200					

2.2 Section (A):- General Intelligence & Reasoning:

It would include questions of both verbal and non-verbal type. The test will include questions on Semantic Analogy, Symbolic operations, Symbolic/Number Analogy, Trends, Figural Analogy, Space Orientation, Semantic Classification, Venn Diagrams, Symbolic/Number Classification, Drawing inferences, Figural Classification, Punched hole/pattern-folding & unfolding, Semantic Series, Figural Pattern – folding and completion, Number Series, Embedded figures, Figural Series, Critical Thinking, Problem Solving, Emotional Intelligence, Word Building, Social Intelligence, Coding and de-coding.

2.3 Section (B):- Knowledge of Sanskrit & English Languages:

Sanskrit : - Sanskrit language and Literature, Traditional knowledge systems of India, reading and writing of Devanagari Script, Mis-spelt words, well known Sanskrit Poets authors and their works.

English : - Spot the Error, Fill in the Blanks, Synonyms/Homonyms, Antonyms, Spellings/ Detecting Mis-spelt words, Idioms & Phrases, One word substitution, Improvement of Sentences, Active/Passive Voice of Verbs, Conversion into Direct/Indirect narration, Shuffling of Sentence parts, Shuffling of Sentences in a passage, Comprehension Passage.

2.4 Section (C):- Quantitative Aptitude:

2.4.1 Arithmetic:

2.4.2 Number Systems: Computation of Whole Number, Decimal and Fractions, Relationship between numbers.

2.4.3 Fundamental arithmetical operations: Percentages, Ratio and Proportion, Square roots, Averages, Interest (Simple and Compound), Profit and Loss, Discount, Partnership Business, Time and distance, Time and work.

2.4.6. Mensuration: Triangle, Quadrilaterals, Regular Polygons, Circle, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square Base.

2.5. Section (D):- General Awareness & Library Aptitude:

2.5.1. As regards General Awareness, questions will be designed to test the ability of the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated person. The test will include questions relating to India, especially pertaining to History, Indian Culture, Educational systems, Geography, Economic scene, General Politics including Indian Constitution, and Scientific Research etc. These questions will be such that they do not require a special study of any discipline.

As regards Library Aptitude, questions will be based on book selection tools, staffing pattern in library, reference tools, types of libraries, sections of library and charging and discharging system to test the ability of the candidate's Library Aptitude.

3. For VH candidates of 40% and above visual disability /cerebral palsy affected candidates and opting for scribe there will be no component of Maps/Graphs/Diagrams/Statistical Data in the General Intelligence & Reasoning / General Awareness Paper. Total duration of written examination for VH candidates will be 3 hours and 40 minutes.

4. Performance Test and Syllabus Pattern

There will be a Performance Assessment Committee constituted by Vice Chancellor consisting of at least three members of whom, two will be external members. The Committee will adjudge the performance of the candidate based on the activities performed by the candidate as assigned by the committee regarding;

- (i) Placing books in shelves, racks on day to day basis and attending to dusting of books racks, table and furniture etc.
- (ii) Attending to duty at the Library entrance gate including checking of books.
- (iii) Attending to duties in the reading room.
- (iv) Making entry of newspapers, journals and magazines.
- (v) Issuing and receiving of reading material.
- (vi) Operating Xerox machine, binding of books, lamination of cards/identity cards, field duty.

The Assessment shall be of 100 marks & qualifying marks shall be minimum 40 marks.

5. The General Instructions are as under:-

- 5.1 Candidates must write the papers/indicate the answers in their own hand.
- 5.2 Candidates are not permitted to bring any electronic gadgets/mobile phones except as specified in the Notice/Call letter. They should not, therefore, bring the same inside the Examination Premises / Venue for papers for which their use is not permitted.
- 5.3 If any candidate is found to possess any electronic gadgets unless permitted as in (2) in above or mobile phones or any other means of wireless communication in the working or switched off mode, his/her candidature shall be cancelled forthwith and he/she will be debarred from the Sansthan's examination.
- 5.4 Whenever applicable, the candidates must indicate /write the answer either in Hindi or in English. If answers are indicated/written partly in Hindi and partly in English and vice versa, the Answer script will not be evaluated.
- 5.5 In the question papers, wherever necessary, the Metric systems of weights and measures only will be used.

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- 1.2 The qualifying marks for the performance test will be as determined by a Performance Assessment Committee duly constituted by Vice Chancellor, RSkS.
- 1.3 Candidates who qualify the written examination will be called for the performance test and the number of candidates may be called upto 1:15 ratio in order of merit of the written examination.
- 1.4 The performance test will be qualifying in nature and merit list for selection will be drawn on the basis of marks secured in the written examination.
- 1.5 In the event of a tie in scores in written examination, the following criteria will be taken in deciding the merit viz. Marks obtained in written examination in order of preference in A,B,C and D as mentioned in para 2.1 below .

2. Scheme of the written examination and syllabus:

- 2.1 The written examination will consist of one objective type paper as shown below:

Section	Subjects	Questions	Marks	Duration	Qualifying marks
A	General Awareness	50	50	3 Hours	40% of 200
B	General Intelligence & Reasoning	50	50		
C	Quantitative Aptitude	50	50		
D	English Language	50	50		
200					

2.2 Section (A):- General Intelligence & Reasoning:

It would include questions of both verbal and non-verbal type. The test will include questions on Semantic Analogy, Symbolic operations, Symbolic/Number Analogy, Trends, Figural Analogy, Space Orientation, Semantic Classification, Venn Diagrams, Symbolic/Number Classification, Drawing inferences, Figural Classification, Punched hole/pattern-folding & unfolding, Semantic Series, Figural Pattern – folding and completion, Number Series, Embedded figures, Figural Series, Critical Thinking, Problem Solving, Emotional Intelligence, Word Building, Social Intelligence, Coding and de-coding, Other sub-topics, if any Numerical operations.

2.3 Section (B):- English Language:

Spot the Error, Fill in the Blanks, Synonyms/Homonyms, Antonyms, Spellings/ Detecting Mis-spelt words, Idioms & Phrases, One word substitution, Improvement of Sentences, Active/Passive Voice of Verbs, Conversion into Direct/Indirect narration, Shuffling of Sentence parts, Shuffling of Sentences in a passage, Comprehension Passage.

2.4 Section (C):- Quantitative Aptitude:

2.4.1 Arithmetic:

2.4.2 Number Systems: Computation of Whole Number, Decimal and Fractions, Relationship between numbers.

2.4.3 Fundamental arithmetical operations: Percentages, Ratio and Proportion, Square roots, Averages, Interest (Simple and Compound), Profit and Loss, Discount, Partnership Business, Time and distance, Time and work.

2.4.6. Mensuration: Triangle, Quadrilaterals, Regular Polygons, Circle, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square Base.

3. Section (D):- General Awareness:

3.1 Questions will be designed to test the ability of the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an

educated person. The test will include questions relating to India, especially pertaining to History, Indian Culture, Sanskrit language and Literature, Traditional knowledge systems of India, Educational systems, Geography, Economic scene, General Politics including Indian Constitution, and Scientific Research etc. These questions will be such that they do not require a special study of any discipline.

3.2. For VH candidates of 40% and above visual disability /cerebral palsy affected candidates and opting for scribe there will be no component of Maps/Graphs/Diagrams/Statistical Data in the General Intelligence & Reasoning / General Awareness Paper. Total duration of written examination for VH candidates will be 3 hours and 40 minutes.

4. Performance Test and Syllabus Pattern

There will be a Performance Assessment Committee constituted by Vice Chancellor consisting of at least three members of whom, two will be external members. The Committee will adjudge the performance of the candidate based on the activities performed by the candidate as assigned by the committee out of the prescribed 16 duties and responsibilities contained in Recruitment Rules. The Assessment shall be of 100 marks and qualifying marks shall be minimum 40 marks.

5. The General Instructions are as under:-

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