



UNIVERSITY OF ALLAHABAD

(A Central University established by the Act No. 26 of 2005 of Govt. of India)

Syllabus and General Guidelines for Recruitment for Non –Teaching Positions

Ref: Advt. No. AUNT/04/2024 dated 29.02.2024

Post Name: MTS/Laboratory Attendant/Library Attendant

Group: C, Level-1

General Guidelines:

- Only written test will be conducted. No skill test will be conducted.
- Total questions: 100 (Multiple Choice Questions)
- Each question will carry 02 marks. Negative Marks 0.5 per question for incorrect answer.
- Language of the paper will be Hindi & English.
- Level of test will be of High School Level.

Syllabus & Pattern:

SN	Particular of Topics	No. of Multiple-Choice Questions	Marks	Duration of Test
1.	<u>Language Proficiency in English:</u> Antonyms, Synonyms, Sentence correction, Word meaning, Use of Proverbs, One word substitution, etc.	15	30	Overall test shall be 02 Hours
2.	<u>Language Proficiency in Hindi:</u> विलोमशब्द, पर्यायवाची, शब्दार्थ, संधिविच्छेद, एकार्थीशब्द, मुहावरे, लोकोक्तियाँ, इत्यादि	15	30	
3.	<u>General Awareness:</u> Economics, Geography, Political Science, Social Science, History, etc.	40	80	
4.	<u>Relevant Subjects for Services</u> (only one to be attempted): <u>For MTS:</u> General Administration <u>For Laboratory Attendant:</u> General Science <u>For Library Attendant:</u> Library	30	60	
		100	200	

Revised Syllabus: Earlier uploaded syllabus is being updated to this extent



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Post Name: Junior Office Assistant; Group: C, Level-2

General Guidelines:

- Written test and Skill typing test will be conducted.
- Total Questions: 100 (Multiple Choice Questions)
- Each question will carry 02 marks. Negative Marks 0.5 per question for incorrect answer.
- Language of the paper will be Hindi & English.
- Level of test will be of Intermediate Level.

Syllabus & Pattern:

SN	Particular of Topics	No. of Multiple-Choice Questions	Marks	Duration of Test
1.	<u>Language Proficiency in English:</u> Antonyms, Synonyms, Sentence correction, Word meaning, Use of Proverbs, One word substitution, etc.	15	30	Overall test shall be 02 Hours
2.	<u>Language Proficiency in Hindi:</u> विलोमशब्द, पर्यायवाची, शब्दअर्थ, संधिविच्छेद, एकार्थीशब्द, मुहावरे, लोकोक्तियाँ, इत्यादि	15	30	
3.	<u>General Awareness:</u> Economics, Geography, Political Science, Social Science, History, etc.	40	80	
4.	<u>Relevant Subjects for Services:</u> General Administration, Knowledge of office upkeep, About the University, General Science, Simple Arithmetic Calculation, Reasoning, etc.	30	60	
		100	200	

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Post Name: Laboratory Assistant/Library Assistant

Group: C, Level-4

General Guidelines:

- Written test and Skill test will be conducted.
- Total Questions: 100 (Multiple Choice Questions)
- Each question will carry 02 marks. Negative Marks 0.5 per question for incorrect answer.
- Language of the paper will be Hindi & English.
- Level of test will be of Graduate Level.

Syllabus & Pattern:

SN	Particular of Topics	No. of Multiple-Choice Questions	Marks	Duration of Test
1.	<u>Language Proficiency in English:</u> Antonyms, Synonyms, Sentence correction, Word meaning, Use of Proverbs, One word substitution, etc.	15	30	Overall test shall be 02 Hours
2.	<u>Language Proficiency in Hindi:</u> विलोमशब्द, पर्यायवाची, शब्दार्थ, संधिविच्छेद, एकार्थीशब्द, मुहावरे, लोकोक्तियाँ, इत्यादि	15	30	
3.	<u>General Awareness:</u> Economics, Geography, Political Science, Social Science, History, etc.	40	80	
4.	<u>Relevant Subjects for Services</u> (only one to be attempted): <u>For Laboratory Assistant:</u> General Science of UG Level <u>For Library Assistant:</u> Library Science of UG Level	30	60	
		100	200	

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Post Name: Section Officer; Group: B, Level-7

General Guidelines:

- Written test and Skill test will be conducted.
- Total Questions:100 (Multiple Choice Questions)
- Each question will carry 02 marks. Negative Marks 0.5 per question for incorrect answer.
- Language of the paper will be Hindi & English.
- Level of test will be of Graduate Level.

Syllabus & Pattern:

SN	Particular of Topics	No. of Multiple-Choice Questions	Marks	Duration of Test
1.	<u>Language Proficiency in English:</u> Antonyms, Synonyms, Sentence correction, Word meaning, Use of Proverbs, One word substitution, etc.	15	30	Overall test shall be 02 Hours
2.	<u>Language Proficiency in Hindi:</u> विलोमशब्द, पर्यायवाची, शब्दअर्थ, संधिविच्छेद, एकार्थीशब्द, मुहावरे, लोकोक्तियाँ, इत्यादि	15	30	
3.	<u>General Awareness:</u> Economics, Geography, Political Science, Social Science, History, etc.	40	80	
4.	<u>Relevant Subjects for Services:</u> General Administration rules, Office Procedure, About the University, General financial rules, Purchase rules, FR, SR, etc.	30	60	
		100	200	

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