



# RAJ RISHI BHARTRIHARI MATSYA UNIVERSITY, ALWAR

(Temporary Office : Girls Hostel Building, Babu Shobha Ram Govt. Arts College Campus, Alwar)

Phone : 0144-2730321, 2730327, 2980046 FAX : 0144-2730321

Website : www.rrbmuniv.ac.in

## Qualifications and Eligibility conditions etc for the posts advertised under Advertisement No. 03/2018 (Estt.)

### Qualifications & Experience:

#### Clerk Grade –II

Pay Band of Rs 5200-20200 (Grade Pay Rs. 2400) or as amended from time to time.

#### 1. Essential Qualifications

The minimum qualifications for this post will be Senior Secondary (10+2) examination passed from any Board/Institution recognized by Board of Secondary Education Rajasthan, Ajmer/ Government of Rajasthan.

#### 2. Mode of Selection

- Mode of selection will be on the basis of written test.
- In case of equal marks in the written test the one who has secured higher percentage of marks in Senior Secondary (10+2) examination will be considered higher in merit. In case of equal marks and equal percentage in the Senior Secondary (10+2) examination the one born earlier will be considered higher in merit.
- The written test will be held as under :-

PAPERS	DURATION	MARKS
Paper – I (Objective type questions) General Knowledge, Everyday Science and Mathematics.	3 Hours	300 Marks
Paper –II General Hindi & English	3 Hours	300 Marks

Note :-

- The incumbent shall have to pass Computer typing test before confirmation and annual grade increment.
- The standard of papers will be that of the Senior Secondary examination of the Board of Secondary Education Rajasthan.

**Age Limit:** Not exceeding 40 Yrs. (45 years in case of SC/ST/Differently-abled category/women candidates). Age will be calculated as on 1<sup>st</sup> July of year of advertisement.

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## Stenographer

- Essential Qualifications  
Graduation from any/University/Institution recognized by Government of Rajasthan/Other
  1. English Shorthand:  
Dictation of 100 words per minutes and 40 words per minutes in English typewriting
  2. Hindi Shorthand :  
Dictation of 80 words per minutes and Hindi typewriting
- Mode of Selection  
Competitive examination for the posts of Stenographers/Stenographers Grade-II shall consist of the subject given in two alternative Group A and B. A candidate shall be required to pass the subject group of the post applied and required to pass Group C compulsorily:-

### Group – A (English)

English Shorthand Test:-

Sr. No.	Paper	Duration	Marks
1	Dictation of 100 words per minutes	6 Minutes	100
2	Transcription and typing of dictated passage in English on Computer	50 Minutes	

### Group – B (Hindi)

Hindi Shorthand Test:-

Sr. No.	Paper	Duration	Marks
1	Dictation of 100 words per minutes	6 Minutes	100
2	Transcription and typing of dictated passage in Hindi on Computer	50 Minutes	

### Group – C

Computer Test:-

Sr. No.	Paper	Duration	Marks	Minimum Marks
1	Speed Test	10 Minutes	50	20
2	Efficiency Test	10 Minutes	50	20

- Minimum Speed should be 8000 Key depressions per hour on computer.
- The language of speed and Efficiency Test would be same as the Language of Shorthand Test.
- The marks in the Speed Test shall be awarded as per the following formula:  
 $(20/8000) \times \text{Net Speed (in depressions per hour)}$
- Syllabus for Efficiency Test shall be as follows:
  1. The test may be taken on word processing software.
  2. It shall include formatting of text, paragraph, page and table using proper methods.
  3. Formatting of letter.

**NOTE: The font for Shorthand and Computer Test Shall be "Kruti Dev 010" for Hindi and "Calibri" for English.**

### INTERVIEW

Interview shall be held after declaration of result of Shorthand & Computer Test and number of candidates to the extent of five times of number of vacancies shall be called for Interview.

**Age Limit:** Not exceeding 40 Yrs. (45 years in case of SC/ST/Differently-abled category/women candidates). Age will be calculated as on 1<sup>st</sup> july of year of advertisement.

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## **Personal Assistant :**

**Pay Band of Rs. 9300-34800 with Grade Pay of Rs.4200/- or as amended from time to time.**

**(Presently) Pre-revised**

The shorthand and transcription test shall be held along with test for stenographer's post.

Separate application has to be made and separate fee has to be paid.

### **➤ Essential Qualifications:**

- (i) At least second class Graduate degree from a recognised University with proficiency in English and Hindi and should be able to manage secretarial duties independently.
- (ii) 05 years experience in case of second class Post Graduate, 03 years experience in as Stenographer in Central/State University/ Research Institution or Autonomous organization.
- (iii) 05 years experience in a responsible capacity as Personal Assistant/ Stenographer in equivalent instructions.
- (iv) Possess pleasing manners and personality; should be able to maintain confidence of officer.
- (v) Knowledge of English Stenography and knowledge of both English and Hindi typing.
- (vi) Familiar with working on computer and internet.
- (vii) Proficiency in internet and social media.

### **Mode of Selection**

(a) All candidates would appear in stenography test alongwith applicants for stenographer posts. Candidates can opt giving Shorthand/ transcription test in second language also.

Candidate will have to give separate speed test in both languages i.e. English and Hindi.

(b) All successful candidates having applied for P.A. in tests held alongwith stenographer posts, would be called for further test/interview which may include a short test. The nature of test would depend upon number of candidates attending test/ interview which may include- (i) group discussion (ii) secretarial practice (iii) office procedures (iv) University administration. If the test is held it shall be of about 60 minutes duration and would be part of interview process.

(c) On the basis of performance in (b) above the candidates may be called for final interview and/or the selection may be finalized on the basis of (b) this is in the discretion of Selection committee/Vice-Chancellor and depends on number of candidates.

**English, Hindi Shorthand Test would be same as stated in Stenographer post and same computer/ type test would be applicable.**

**Age Limit:** Not exceeding 40 Yrs. (45 years in case of SC/ST/Differently-abled category/women candidates). Age will be calculated as on 1<sup>st</sup> july of year of advertisement.

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**Sahayak Karmchhari (Class IV)**

**Pay Band of Rs. 5200-20200 (Grade Pay Rs. 1700) or as amended from time to time.**

**1. Essential Qualification**

For the post of Sahayak Karmchhari (Class IV) the candidate should have passed Secondary examination or equivalent from a Board recognized by Board of Secondary Education Rajasthan, Ajmer/Government of Rajasthan.

**2. Mode of Selection**

Written test at the level of 10<sup>th</sup> standard of the following papers will be held

**Papers :-**

Hindi (50 Questions)	150 Marks
General Knowledge (50 Questions)	150 Marks
Mathematics (50 Questions)	150 Marks

**Note :-**

1. In case of equal marks in the written test the one who has secured higher percentage of marks in 10<sup>th</sup> Standard examination will be considered higher in merit. In case of equal marks and equal percentage in the 10<sup>th</sup> Standard examination the one born earlier will be considered higher in merit.
2. Each MCQ question shall contain four answer options and the candidate shall be required to select one option as his/her correct answer and mark in the OMR answer sheet by darkening the respective circle with blue/black ball point pen. Darkening multiple marks in te OMR sheet will be treated as wrong answer. Each correct answer will be awarded three marks and one mark will be deducted for wrong or multiple answers.

**Age Limit:-** Not exceeding 40 Yrs. (45 years in case of SC/ST/Differently-abled category/women candidates). Age will be calculated as on 1<sup>st</sup> July of the year of advertisement.

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