

**DIRECT RECRUITMENT
(LOWER DIVISION CLERK)**

MODE OF SELECTION

I. SCREENING TEST: The purpose of **Screening Test** is purely for screening candidates based on prescribed minimum essential qualification to appear in the written examination and shall have no weightage.

II. WRITTEN EXAMINATION: The written examination will consist of **Three Objective Type Papers and One Practical Paper**, as follows:-

Paper	Subject	Maximum Marks	Minimum Qualifying Marks	Overall Qualifying Marks	Duration	Compensatory time*
Paper-I	General English	50	10	52	45 minutes	15 minutes
Paper-II	General Studies	50	15		45 minutes	15 minutes
Paper-III	Numerical Aptitude & Reasoning	50	15		45 minutes	15 minutes
Paper-IV	Computer proficiency Test (Practical)	50	15	18	45 minutes	15 minutes

* PWD candidates availing scribe/reader/lab assistant

SYLLABUS:

Paper-I, General English: Questions in this component will be designed to test the Candidate's understanding and knowledge of English Language like Error recognition, Fill in the blanks (using verbs, preposition, articles etc.), One word substitution, Improvement of Sentences, Vocabulary, Spellings, Grammar, Sentence Structure, Synonyms, Antonyms, Sentence Completion, Phrases and Idiomatic use of words, Comprehension of Passages, as may be expected of a well-educated person who has not made a special study of the subject.

Paper-II, General Studies: Questions will be designed to test the ability of the candidate's General Studies viz., General Science, current events of national and international importance, History of India and Indian National Movement, India and World Geography, Indian Polity & Economy, General Mental Ability, Sikkim University, Sikkim, North-Eastern States, India and other countries.

Paper-III, Numerical Aptitude & Reasoning: The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be the computation of whole numbers, decimals and fractions and relationships between numbers. It will test sense of order among numbers, ability to translate form one name to another, sense or order of magnitude, estimation or prediction of the outcome of computation, selection of an appropriate operation for the solution of real life problems and knowledge of alternative computation procedures to find answers. The questions would also be based on arithmetical concepts and relationship between numbers and not on complicated arithmetical computation.

On general reasoning, the candidates will be tested on reasoning and analytical abilities.

III. Computer Proficiency Test: Candidates who qualify in the Competitive Written Examination for **Paper-I, II & III** will be called for Computer Proficiency Test (**Paper-IV**) to be taken on computer. Questions will be designed to test the candidate's knowledge of Microsoft Office, Spreadsheet and Computer Applications for everyday office work including usage of internet.

Note:-

1. At any stage of the selection process, the University may specify cut-off qualifying marks higher than the minimum qualifying marks based on the number of vacant posts and the number of candidates qualified as per the minimum standard.
2. The minimum qualifying marks is relaxable at the discretion of the University, if at any stage of the selection process; the University is of the opinion that sufficient number of candidates are not likely to be available to fill up the vacant posts.
3. Final Merit list will be prepared based on the marks obtained in the competitive written examination and Computer Proficiency Test.

DIRECT RECRUITMENT

(MTS, LIBRARY ATTENDANT, LABORATORY ATTENDANT, NURSING ATTENDANT, HOSTEL ATTENDANT, KITCHEN ATTENDANT, COOK & DRIVER)

MODE OF SELECTION

I. SCREENING TEST: The purpose of **Screening Test** is purely for screening candidates based on prescribed minimum essential qualification to appear in the written examination and shall have no weightage.

II. WRITTEN EXAMINATION: The written examination will consist of **Two Objective Type Papers**, as follows:-

Paper	Subject	Maximum Marks	Minimum Qualifying Marks	Overall Qualifying Marks	Duration	Compensatory time*
Paper-I	General English	50	15	35	45 minutes	15 minutes
Paper-II	General Studies & Basic Arithmetic	50	15		45 minutes	15 minutes

* PWD candidates availing scribe/reader/lab assistant

SYLLABUS:

Paper-I, General English: Questions in this component will be designed to test the Candidate's understanding and knowledge of basic English Language like Error recognition, fill in the blanks, Spellings etc.

Paper-II, General Studies & Basic Arithmetic: Questions will be designed to test the ability of the candidate's General Studies viz., General Science, current events of state & national importance. Basic arithmetic will include questions on basic calculations.

III. Trade Test (only for Driver): The trade test will be of 50 marks and is aimed to assess the following skills.

1. Ability to drive with ease in different road conditions.
2. Knowledge of Traffic Regulation.
3. Knowledge of Petrol & Diesel Engine working and ability to locate faults and rectify minor running defects.
4. Ability to clear carburetor/injector, plug etc.

IV. Trade Test (only for Cook & Kitchen Attendant): The trade test will be of 50 marks and is aimed to assess the following skills.

1. Ability to cook different varieties of cuisines viz North Indian, South Indian, Continental, Local cuisines etc.
2. Ability to manage supplies.
3. Knife skill & hygiene.

Note:-

1. At any stage of the selection process, the University may specify cut-off qualifying marks higher than the minimum qualifying marks based on the number of vacant posts and the number of candidates qualified as per the minimum standard.
2. The minimum qualifying marks is relaxable at the discretion of the University, if at any stage of the selection process; the University is of the opinion that sufficient number of candidates are not likely to be available to fill up the vacant posts.
3. Final Merit list in case of **Driver, Cook& Kitchen Attendant** will be prepared based on the marks obtained in the competitive written examination and Trade Test.
4. Level of difficulty of questions shall vary from post to post depending upon the level/nature of post.

**DIRECT RECRUITMENT
(TECHNICAL ASSISTANT & LABORATORY ASSISTANT)**

I. SCREENING TEST: The purpose of **Screening Test** is purely for screening candidates based on prescribed minimum essential qualification to appear in the written examination and shall have no weightage.

II. WRITTEN EXAMINATION: The written examination will consist of **Three Objective Type Papers**, as follows:-

Paper	Subject	Maximum Marks	Minimum Qualifying Marks	Overall Qualifying Marks	Duration	Compensatory time*
Paper-I	General Awareness	50	15	70/52**	2:30 hours / 30** Minutes	50/30** minutes
Paper-I	Numerical Aptitude & Reasoning	50	15			
Part-III	Technical Paper	100/50**	35			

* PWD candidates availing scribe/reader/lab assistant

** For Library Assistant, total marks for Technical paper will be of 50 and overall qualifying marks will also be reduced proportionately to 52.

SYLLABUS:

Part-I, General Awareness: Questions are designed to test the candidate's general awareness of the environment around him and its application to society. Questions are also designed to test knowledge of current events and of such matters of everyday observations and experience in their scientific aspect as may be expected of an educated person. The test will also include questions relating to Sikkim University, Sikkim, North-Eastern States, India and other countries especially pertaining to History, Culture, Geography, Economic Scene, General Polity and scientific research.

Paper-II, Numerical Aptitude & Reasoning: The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be the computation of whole numbers, decimals and fractions and relationships between numbers. It will test sense of order among numbers, ability to translate form one name to another, sense or order of magnitude, estimation or prediction of the outcome of computation, selection of an appropriate operation for the solution of real life problems and knowledge of alternative computation procedures to find answers. The questions would also be based on arithmetical concepts and relationship between numbers and not on complicated arithmetical computation (Standard of the questions will be of 10+2 level)

On general reasoning, the candidates will be tested on reasoning and analytical abilities.

Paper-III, Technical Paper: Question on this paper will be designed to test the knowledge of the candidates of the concerned subject. Syllabus of this paper will be drafted based on the availability of the posts for various Departments by the committee consisting of the following members.

1. Registrar/Dean of the concerned School of Study.
2. HoD/In-Charge of the Concerned Department/Section.
3. One member to be nominated by the Vice-Chancellor.

III. RESOLUTION OF TIE CASES: Tie cases will be resolved by applying one after another, as applicable till the tie is resolved, as follows:-

- (i) Total marks in the Competitive Written Examination and Hindi Typing Test put together.
- (ii) Date of Birth, with older candidate placed higher.
- (iii) Alphabetical order in which the names of the candidate appear.

Note:-

1. At any stage of the selection process, the University may specify cut-off qualifying marks higher than the minimum qualifying marks based on the number of vacant posts and the number of candidates qualified as per the minimum standard.
2. The minimum qualifying marks is relaxable at the discretion of the University, if at any stage of the selection process; the University is of the opinion that sufficient number of candidates are not likely to be available to fill up the vacant posts.
3. Level of difficulty/type of questions shall vary from post to post depending upon the level/nature of post.