

Syllabus for Written & Skill Test

AAO (Hindi Language & Administration):

1. Translation (Hindi to English) of some official communication
2. Translation (English to Hindi) of some official communication
3. Grammar (Hindi)
4. Error Correction (Sentence)
5. Fill in the blanks (to fill the contextual words) correct word selection in the given
1. context.
6. Vocabulary and comprehension
7. Note-sheet drafting
8. Circular
9. Office Note reply
10. Invitation Cover letter

Note: - It may be noted that apart from the topics given above, questions from other topics related to the job and prescribed for the educational qualification of the post may appear in the question paper. There is no undertaking that all the topics above may be covered in the question paper.

AAO (Students Affairs):

1. Verbal Ability (English Language)
2. Reading Comprehension (English)
3. Quantitative Aptitude
4. Reasoning Ability
5. Computer Competency (MS Office, Email, ERP/Student Information Systems)
6. Fundamental Rules (FRs) and Supplementary Rules (SRs)
7. TA Rules; LTC Rules; Leave Rules; Medical Attendance Rules
8. Office Procedure; Noting & Drafting; Parliamentary Procedures
9. RTI Act, 2005; CCS (Pension) Rules; New Pension Scheme (NPS)
10. Leadership, Teamwork, Conflict and Grievance Management
11. Student Admissions and Registration Processes
12. Academic Calendar, Course Enrollment and Student Records Management



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13. Hostel, Mess and Student Welfare Administration
14. Scholarships, Fellowships and Fee Management
15. Student Discipline, Grievance Redressal and Ethics
16. Student Clubs, Committees, Events and Convocation
17. UGC/Statutory Regulations (Anti-Ragging, POSH, Inclusivity)
18. IIM Act, 2017; NEP 2020; Matters of National Importance
19. Position-Relevant and Case-Based Questions

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Office Assistant:

1. Verbal Ability (English Language-based)
2. General Aptitude, General Knowledge, Quantitative Aptitude, Reasoning, and Analytics
3. MS Office (Word, Excel, PowerPoint)
4. Office Communication (Inter/Intra Institution)
5. Rules, Policy, and Procedures related to Admission in Central Education Institutions
6. Basics of Computer
7. File Handling Processes

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Senior Library & Information Assistant:

1. Verbal Ability (English Language Based)
2. Reading Comprehension (English)
3. Quantitative Aptitude
4. Reasoning Ability
5. Fundamentals of Library and Information Science
6. Types and Functions of Academic Libraries

7. Library Classification Systems (DDC, CC, UDC – basics)
8. Library Cataloguing (AACR-2, RDA, MARC 21 – basics)
9. OPAC and Metadata Concepts
10. Library Automation and ILMS (KOHA – basics)
11. Digital Libraries (DSpace, EPrints – overview)
12. Information Sources and Reference Services
13. Bibliographic, Abstracting, and Indexing Services
14. Electronic Resources (E-books, E-journals, Databases)
15. E-resource Access Models and Consortia (e-ShodhSindhu)
16. Information Retrieval and Search Strategies
17. Research Support Services (citation styles, plagiarism tools)
18. Copyright, IPR, and Open Access
19. Collection Development and Acquisition
20. Circulation, Serials Control, and Stock Verification
21. Library Management and Administration
22. ICT Applications in Libraries (RFID, Barcoding)
23. Library Statistics and Report Preparation
24. Preservation, Conservation, and Disaster Management

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IT & Computer Assistant (Admission) (R/C):

1. Verbal Ability (English Language-Based)
2. Reading Comprehension (English)
3. Quantitative Aptitude
4. Reasoning Ability
5. Fundamentals of Web Designing and UI/UX
6. CorelDraw: Vector Graphics, Page Layout, Logo/Banner/Brochure Design
7. Adobe Creative Suite: Photoshop, Illustrator, Image Editing, Filters, Basic UI/UX
8. Software Development Life Cycle (SDLC) and Development Models (Waterfall, Agile, Scrum)
9. Web Development Basics: HTML5, CSS3, JavaScript, jQuery

10. PHP Programming: Syntax, Variables, Control Structures, Functions, Arrays
11. Web Development Frameworks: MVC Architecture, Laravel Basics
12. Database Management (MySQL): Tables, Keys, SQL Queries, Joins, Normalization
13. Form Handling, Sessions, Cookies, and File Handling in PHP
14. Building CRUD Applications (Create, Read, Update, Delete)
15. Web Development Tools: Git, GitHub, npm, Version Control & Package Management
16. Apache and XAMPP: Web Server Setup, Local Hosting, Folder Structure
17. Web Application Deployment: Hosting, Domain, FTP, Server Configuration
18. Digital Libraries and Online Resources: Overview of Web-based Information Portals
19. Web Application Security and Input Validation Basics
20. Information Retrieval and Search Strategies for Web Applications
21. Effective Communication, Documentation, and Professional Collaboration
22. Teamwork, Project Coordination, and Requirement Understanding
23. Time Management, Problem Solving, and Professional Ethics
24. Web Application Maintenance, Updates, and Performance Optimization

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Junior Assistant:

1. Verbal Ability (English Language Based)
2. Reading Comprehension (English)
3. Basic Quantitative Aptitude
4. Reasoning Ability (Logical and Analytical)
5. Basic Computer Knowledge
6. MS Office Suite (Word, Excel, PowerPoint, Outlook)
7. Email Writing and Professional Communication
8. Internet and Web Browsing Fundamentals
9. File Management and Data Organization
10. Typing Skills and Speed (English and Hindi)
11. Office Procedures and Documentation
12. Record Keeping and Filing Systems
13. Basic Spreadsheet Operations (Formulas, Functions, Charts)

14. Data Entry and Verification
15. Document Formatting and Presentation
16. Official Correspondence and Note-Making
17. Understanding Office Workflows and Protocols
18. Teamwork and Coordination in Office Environment
19. Time Management and Task Prioritization
20. Professional Ethics and Office Conduct
21. Handling Office Equipment (Printer, Scanner, Photocopier)
22. Basic Knowledge of Government Rules & Regulations (if applicable)
23. Report Preparation and Submission

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Junior Horticulturist:

1. Verbal Ability (English Language-Based)
2. Reading Comprehension (English)
3. Quantitative Aptitude
4. Reasoning Ability
5. Basics of Horticulture
6. Plant Physiology and Anatomy
7. Plant Propagation Techniques (Seed, Cutting, Grafting, Layering)
8. Soil Science and Fertility Management
9. Water Management and Irrigation Techniques
10. Nutrient Management and Fertilizers
11. Plant Protection (Diseases, Pests, Integrated Pest Management)
12. Ornamental Horticulture (Flowers, Foliage, Landscaping Plants)
13. Vegetable and Fruit Crop Production
14. Protected Cultivation (Greenhouse, Polyhouse, Shade Net Structures)
15. Post-Harvest Management
16. Composting and Organic Farming Practices
17. Tools, Equipment, and Machinery in Horticulture
18. Landscape Design and Garden Planning



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19. Plant Breeding Basics
20. Nursery Management
21. Urban Horticulture and Roof Gardening
22. Sustainable Horticulture Practices
23. Plant Nutrition and Soil Testing Techniques
24. ICT Applications in Horticulture (Use of Apps, GIS for Plantation Planning)

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