



**RANI LAKSHMI BAI CENTRAL AGRICULTURAL UNIVERSITY**  
**Jhansi-Gwalior Road, Jhansi-284003**  
(Established under the Rani Lakshmi Bai Central Agricultural University Act, 2014)  
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07.06.2019

**(REFER ADVERTISEMENT NO.: RLBCAU/04/2019 DATED: 27<sup>th</sup> February, 2019)**

## **NOTIFICATION**

### **SYLLABUS FOR RLBCAU'S WRITTEN EXAMINATION/SKILL TEST FOR FILLING NON-TEACHING POSITIONS AND ADMIT CARD**

1. The University vide its **Advertisement No. RLBCAU/04/2019 dated 27<sup>th</sup> February, 2019** advertised various Non-Teaching Positions to be filled on direct recruitment basis.
2. With reference to above, the information related to weightage to be given for Academic Qualification, Experience, Written Examination syllabus are given below for various Non-Teaching Positions for information of all concerned.

### **CANDIDATES CALLED FOR WRITTEN EXAMINATION**

1. All applicants who have successfully submitted application through speed/registered mode and have paid the requisite fee before last date of receipt of application i.e., 8<sup>th</sup> April, 2019 (the last closing date for remote areas 22<sup>nd</sup> April, 2019) and found provisionally eligible based on minimum Academic Qualifications, Age and relevant Experience are allowed to appear in Written Examination.
2. The list of provisionally eligible candidates for written test will be uploaded on the University website and grievances if any will be invited through email from all the candidates. After considering the grievance, the list of provisionally eligible candidates for written test will be notified on the University website.
3. The candidate must also satisfy themselves about their eligibility for concerned post, before appearing in the Written Examination. The onus of validity of eligibility of candidates shall rest solely with the candidates. The eligibility as per criteria advertised is subject to fulfilling the requisite conditions.
4. **Written Examination will be the criteria for selection.**

### **ADMIT CARD**

The Candidates who have successfully submitted their applications through speed/registered post can print their **Admit Card** from the University Website ([www.rlbcau.ac.in](http://www.rlbcau.ac.in)) **after the announcement of the dates on University website. Candidates are required to visit university website for dates of written examination as well as any other instructions at regular intervals after 30 June, 2019.**

### **IMPORTANT NOTE:**

1. The candidate will be issued only one Admit Card for Written Examination.
2. Immediately, after taking the print of the Admit Card, every candidate is advised to carefully verify all the particulars mentioned in her/his Admit Card. Candidates are advised to affix his/ her photograph on the place provided for photograph, otherwise he/ she will not be allowed to appear in the examination. In case of any discrepancy, the same may please be brought to the notice of the University immediately at Email: [registrar.rlbcau@gmail.com](mailto:registrar.rlbcau@gmail.com), [registrar.rlbcau@gov.in](mailto:registrar.rlbcau@gov.in)
3. The Admit Card is issued provisionally, subject to her/his satisfying the eligibility criteria. If it is found that false/wrong information has been furnished at any stage of the process, the candidature of the candidate will be cancelled/rejected even after appearing for the exam and securing a position in the merit list or after final selection and appointment. The scrutiny will be made as regards to successful candidates only.
4. The candidate shall be responsible for the safe custody of the Admit Card and in the event of any other person using the Admit Card, the onus lies to the candidate to prove that he/she has not used the service of any impersonator.

## PRODUCTION OF ADMIT CARD AND IDENTITY PROOF

A Candidate will be allowed to appear in Written Examination only on the production of Admit Card and valid Identity proof viz. Voter ID/Aadhar Card/Driving License/Passport/Nationalized Bank Pass Book with Photo.

## SYLLABUS OF WRITTEN EXAMINATION

### Note:

1. **Compensatory time of 30 minutes for candidate who are (i) visually handicapped, (ii) candidates suffering from cerebral palsy and (iii) orthopedically handicapped with locomotor Disability of 40% or more. Assistance be provided to visually impaired candidates.**
2. **Step-II (Skill Test - Qualifying nature): Marks will not be added in written examination, but the candidate has to qualify the skill test).**

### 1. Junior Accounts Officer (Level 08)

The Written Examination will be of 100 marks consisting of only Objective Type Multiple choice questions as per the following scheme:-

Sections	Subject	Max./Marks/ Questions	Total Duration of Examination
i)	General Intelligence & Reasoning	25	90 Minutes
ii)	General Knowledge	25	
iii)	English and Hindi comprehension	25	
iv)	Knowledge of Accounts, Business & Commerce and Mathematics	25	

The questions in all the above components will be of 10+2 level.

1. **General Intelligence & Reasoning:** It would include questions of both verbal and non-verbal type. This component will include questions of analogies, similarities and differences, spatial visualization, spatial orientation, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship concept, arithmetic reasoning, verbal and figure classification, arithmetical number series, non-verbal series, coding and decoding statement, conclusion, syllogistic reasoning etc.
2. **General Knowledge:** Questions in this component will be aimed at testing the candidate's general awareness of the environment around him/ her and its application to its society. Questions may 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 from an educated person. The test will also include questions relating to India and its neighboring countries, particularly pertaining to history, culture, geography, economic scene, general policy and scientific research etc. These questions will be such that they do not require a special study of any discipline.
3. **English and Hindi Comprehension:** 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.  
**हिन्दी के प्रश्न निम्नलिखित क्षेत्रों से होंगे:** पर्यायवाची/विलोम शब्द पर आधारित प्रश्न, वाक्यांश के लिए एक शब्द पर आधारित प्रश्न, वाक्य-अशुद्धि संशोधन पर आधारित प्रश्न, मुहावरे/लोकोक्तियों पर आधारित प्रश्न, अनेकार्थी शब्द पर आधारित प्रश्न, वर्तनी की त्रुटि, परिभाषा शब्दावली-प्रशासन से संबंधित अंग्रेजी शब्दों के समानार्थक हिन्दी शब्द।
4. **Knowledge of Accounts, Business & Commerce and Mathematics:** Questions in this paper will include questions on problems relating to Number Systems, Computation of Whole Numbers, Decimals and Fractions and relationship between Numbers, Fundamental arithmetical operations, Percentages, Ratio and Proportion, Averages, Interest, Profit and Loss, Discount, Mensuration, Time and Distance,

Ratio and Time, Time and Work, Banking, book keeping and accounts etc.

### Criteria for the skill test:

In addition to above-mentioned written test, the qualified candidates in order of merit (Maximum 1:20 ratio) for the post of Junior Account Officer shall have to appear in the skill test of computer knowledge. The percentage of qualifying marks in skill test shall be 60, and no grace marks will be awarded.

Name of the Skill Test	Maximum Marks	Duration
MS Word	40	60 minutes
MS Excel	40	
MS Power Point	20	

## 2. Assistant (Level 07)

The Written Examination will be of 100 marks consisting of only Objective Type Multiple choice questions as per the following scheme:-

Sections	Subject	Max./Marks/ Questions	Total Duration of Examination
1.	General Intelligence & Reasoning	25	90 Minutes
2.	General Knowledge	25	
3.	Mathematics	25	
4.	English and Hindi	25	

The questions in all the above components will be of 10+2 level.

- 1. General Intelligence & Reasoning:** It would include questions of both verbal and non-verbal type. This component will include questions of analogies, similarities and differences, spatial visualization, spatial orientation, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship concept, arithmetic reasoning, verbal and figure classification, arithmetical number series, non-verbal series, coding and decoding statement, conclusion, syllogistic reasoning etc.
- 2. General Knowledge:** Questions in this component will be aimed at testing the candidate's general awareness of the environment around him/ her and its application to its society. Questions may 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 from an educated person. The test will also include questions relating to India and its neighboring countries, particularly pertaining to history, culture, geography, economic scene, general policy and scientific research etc. Constitution of India. These questions will be such that they do not require a special study of any discipline.
- 3. Mathematics:** 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.
- 4. English and Hindi:** 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.

**हिन्दी के प्रश्न निम्नलिखित क्षेत्रों से होंगे:** पर्यायवाची/विलोम शब्द पर आधारित प्रश्न, वाक्यांश के लिए एक शब्द पर आधारित प्रश्न, वाक्य-अशुद्धि संशोधन पर आधारित प्रश्न, मुहावरे/लोकोक्तियों पर आधारित प्रश्न, अनेकार्थी शब्द पर आधारित प्रश्न, वर्तनी की त्रुटि, परिभाषा शब्दावली-प्रशासन से संबंधित अंग्रेजी शब्दों के समानार्थक हिन्दी शब्द।

**Skill Test: The qualified candidates in order of merit (Maximum 1:20 ratio) for the post of Assistant shall have to appear in the skill test of computer knowledge.**

Name of the Skill Test	Maximum Marks	Duration
MS Word	40	60 minutes
MS Excel	40	
MS Power Point	20	

### 3. Upper Division Clerk (Level 04)

The written Examination will consist of an **Objective Type Paper** of 100 Multiple Choice Questions (MCQs) divided into the parts.

Part	Subject	Maximum Marks	Duration
Part A	General Knowledge	20	90 Minutes
	General English and Hindi	20	
	Numerical Ability	10	
	General Intelligence & Reasoning	20	
Part B	Knowledge of Rules of Government of India	30	
<b>Total</b>		<b>100</b>	

The questions in all the above components will be of 10+2 level.

#### SYLLABUS:

- 1. General Knowledge:** Questions in this component will be aimed at testing the candidate's general awareness of the environment around him. Questions will also be designed to test knowledge of current events and of such matters of every day observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India especially pertaining to Sports, History, Culture, Geography, Economic Scene, General Polity, Indian Constitution and Scientific Research etc. These Questions will be such that they do not require a special study of any discipline.
- 2. General English and Hindi (10<sup>th</sup>Level):** Candidates' ability to understand English language, its vocabulary, sentence structure, synonyms, antonyms and its correct usage etc. Basic comprehension and writing ability, etc. will be tested.  
पर्यायवाची/विलोम शब्द पर आधारित प्रश्न, वाक्यांश के लिए एक शब्द पर आधारित प्रश्न, वाक्य-अशुद्धि संशोधन पर आधारित प्रश्न, मुहावरे/लोकोक्तियों पर आधारित प्रश्न, अनेकार्थी शब्द पर आधारित प्रश्न, वर्तनी की त्रुटि, परिभाषा शब्दावली-प्रशासन से संबंधित अंग्रेजी शब्दों के समानार्थक हिन्दी शब्द।
- 3. Numerical Ability:** This paper will include questions on problems relating to Number Systems, Computation of Whole Numbers, Decimals and Fractions and relationship between Numbers, Fundamental arithmetical operations, Percentages, Ratio and Proportion, Averages, Interest, Profit and Loss, Discount, Mensuration, Time and Distance, Ratio and Time, Time and Work, etc.
- 4. General Intelligence & Reasoning:** Questions of verbal, non-verbal and analytical types, analogies, syllogism, similarities, differences, missing numbers, characters and sequences, space visualization, problem solving, analysis, decision making, visual memory, discrimination, observation, relationship concepts, direction sense, coding-decoding, arithmetical reasoning, verbal and figure classification, data representation and analysis, arithmetical number series.
- 5. Knowledge of Rules of Government of India:** Questions in this component will be aimed at testing the candidate's knowledge and awareness of Government of India Rules. The test will include questions relating to Public Administration and Business Rules, Right to information Act etc.

**Skill Test: The qualified candidates in order of merit (Maximum 1:20 ratio) for the post of Upper Division Clerk shall have to appear in the skill test of computer knowledge.**

Name of the Skill Test	Maximum Marks	Duration
MS Word	40	60 minutes

MS Excel	40	
MS Power Point	20	

#### 4. Private Secretary (Level 08)

The written Examination will consist of an **Objective Type Paper** of 100 Multiple Choice Questions (MCQs).

Subject	Max./Marks/ Questions	Total Duration of Examination
General English and Hindi	25	90 Minutes
Numerical Aptitude and Reasoning	50	
General Knowledge	25	

The questions in all the above components will be of 10+2 level.

#### SYLLABUS:

**1. General English and Hindi:** 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.

**हिन्दी के प्रश्न निम्नलिखित क्षेत्रों से होंगे:** पर्यायवाची/विलोम शब्द पर आधारित प्रश्न, वाक्यांश के लिए एक शब्द पर आधारित प्रश्न, वाक्य-अशुद्धि संशोधन पर आधारित प्रश्न, मुहावरे/लोकोक्तियों पर आधारित प्रश्न, अनेकार्थी शब्द पर आधारित प्रश्न, वर्तनी की त्रुटि, परिभाषा शब्दावली-प्रशासन से संबंधित अंग्रेजी शब्दों के समानार्थक हिन्दी शब्द।

**2. 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.

**3. General Knowledge:** Questions will be designed to General Knowledge 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, Indian States, India and other countries.

#### Step-II: Criteria for the skill test is as follows:

Dictation of passage (English) at 100 words per minute of ten minutes duration to be transcribed in 50 minutes with a maximum of 100 marks.

Or

Dictation of passage (Hindi) at 100 words per minute of ten minutes duration to be transcribed in 65 minutes with a maximum of 100 marks.

Evaluation of shorthand test/Stenography and Typing is given as under

	Speed	Marks for 5% mistakes (i.e. Maximum permissible)	Additional marks for each mistake less than the permissible limit
<b>Shorthand Speed</b>	100 w.p.m	40 (for 50 mistakes)	1

#### Skill test of computer knowledge:

Name of the Skill Test	Maximum Marks	Duration
MS Word	40	60 minutes
MS Excel	40	
MS Power Point	20	

## 5. Personal Assistant (Level 06)

The written Examination will consist of an **Objective Type Paper** of 100 Multiple Choice Questions (MCQs).

Subject	Max./Marks/ Questions	Total Duration of Examination
General English and Hindi	25	90 Minutes
Numerical Aptitude and Reasoning	50	
General Knowledge	25	

All questions will be of Objective Multiple Choice Type. The questions in all the above components will be of 10+2 level.

**1. General English and Hindi:** 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.

**हिन्दी के प्रश्ननिम्न लिखित क्षेत्रों से होंगे:** पर्यायवाची/विलोम शब्द पर आधारित प्रश्न, वाक्यांश के लिए एक शब्द पर आधारित प्रश्न, वाक्य-अशुद्धि संशोधन पर आधारित प्रश्न, मुहावरे/लोकोक्तियों पर आधारित प्रश्न, अनेकार्थी शब्द पर आधारित प्रश्न, वर्तनी की त्रुटि, परिभाषा शब्दावली-प्रशासन से संबंधित अंग्रेजी शब्दों के समानार्थक हिन्दी शब्द।

**2. 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 for reasoning and analytical abilities.

**3. General Knowledge:** Questions will be designed to General Knowledge 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, Indian States, India and other countries.

**Skill test of computer knowledge:**

Name of the Skill Test	Maximum Marks	Duration
MS Word	40	60 minutes
MS Excel	40	
MS Power Point	20	

## 6. Library Assistant (Level 07)

The written Examination will consist of an **Objective Type Paper** of 100 Multiple Choice Questions (MCQs).

Part	Subject	Maximum Marks	Duration
Part A	General Knowledge	20	90 Minutes
	General English and Hindi	20	
	Numerical Ability	10	
	General Intelligence & Reasoning	10	
Part B	Library and Information Science	40	
<b>Total</b>		<b>100</b>	

**SYLLABUS:**

**1. General Knowledge:** Questions in this component will be aimed at testing the candidate's general awareness of the environment around him. Questions will also be designed to test knowledge of current events and of such matters of every day observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India especially pertaining to Sports, History, Culture,



Geography, Economic Scene, General Polity, Indian Constitution and Scientific Research etc. These Questions will be such that they do not require a special study of any discipline.

**2. General English and Hindi (10<sup>th</sup>Level):** Candidates' ability to understand English language, its vocabulary, sentence structure, synonyms, antonyms and its correct usage etc. Basic comprehension and writing ability, etc. will be tested.

**हिन्दी के प्रश्न निम्नलिखित क्षेत्रों से होंगे:** पर्यायवाची/विलोम शब्द पर आधारित प्रश्न, वाक्यांश के लिए एक शब्द पर आधारित प्रश्न, वाक्य-अशुद्धि संशोधन पर आधारित प्रश्न, मुहावरे/लोकोक्तियों पर आधारित प्रश्न, अनेकार्थी शब्द पर आधारित प्रश्न, वर्तनी की त्रुटि, परिभाषा शब्दावली-प्रशासन से संबंधित अंग्रेजी शब्दों के समानार्थक हिन्दी शब्द।

**3. Numerical Ability:** This paper will include questions on problems relating to Number Systems, Computation of Whole Numbers, Decimals and Fractions and relationship between Numbers, Fundamental arithmetical operations, Percentages, Ratio and Proportion, Averages, Interest, Profit and Loss, Discount, Mensuration, Time and Distance, Ratio and Time, Time and Work, etc.

**4. General Intelligence & Reasoning:** Questions of verbal, non-verbal and analytical types, analogies, syllogism, similarities, differences, missing numbers, characters and sequences, space visualization, problem solving, analysis, decision making, visual memory, discrimination, observation, relationship concepts, direction sense, coding-decoding, arithmetical reasoning, verbal and figure classification, data representation and analysis, arithmetical number series.

**Part-B: Library and Information Science:** Digital library and its difference from electronic/virtual library/e-library, if any. Institutional repository: definition purpose and functions. Services of Infflibnet, RRRLF, DELNET, National Library of India, National Library of Medicine (US), Library of Congress, British Library, UGC-Infonet, NISCAIR, Indest consortium, CeRA and other Indian consortia. E-resources: Web of Science, Scopus, Jgate, e-books and e-journals, Pricing policies of e-resources, Open access journals, Knowledge society/Information society, National Knowledge Commission. Philosophy and laws of Library science and their implications. Difference between indexing and abstracting services, free text searching advantages and disadvantages, Precision and recall, Main features of DDC and CC, RDA. Basics of computer and its application in University Libraries, Source of information-primary, secondary and tertiary, Electronic resources. Library classification scheme and cataloguing code.

Searching OPAC and other databases; Handling of various library softwares, open source softwares and computerised library services; Typing speed and accuracy of working on MS-Word/Power point/Excel; Shelving and Shelf rectification; Assigning Subject Headings and Keywords. Classification of simple and compound subjects.

Computer Fundamentals: Generations, H/W, S/W, Number Systems and their base conversions, sign-magnitude, 1's complement, 2's co mplement and floating point representation of numbers. ASCII, EBCDIC and Unicode, BCD Codes.

Digital Logic: Boolean algebra, simplification of Boolean functions, logic gates, combinational and sequential circuits, memory system, I/O devices.

Concepts of databases, DBMS, normalization, MSSQL, Operating System: Concepts, different types, functions, Windows OS, MSOffice, Word, Excel, PowerPoint.

Computer Network: Basic concepts topology types, Data Communications, N/W Security.

## 7. Electrician (Level 05)

The Written Examination will be of 100 marks consisting of only Objective Type Multiple choice questions as per the following scheme:-

Paper/ Sections	Subject	Max./Marks/Qu estions	Total Duration/timing for Candidates
i)	General Knowledge	20	90 Minutes
ii)	General English	20	
iii)	Quantitative Aptitude	20	
iv)	Electrician related curriculum based on ITI syllabus	40	

The questions in all the above components will be of metric level.

- 1. General Knowledge:** - Question in this component will be aimed at testing the candidate's general awareness of the environment around him/her and its application to society. Questions will also be 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 any person of graduate level. The test may also include questions relating to India and its neighboring countries especially pertaining History, Culture, Geography, Economy, Science etc.
- 2. General English:** - Candidates' ability to understand correct English, his/her basic comprehension and writing ability, etc, may be tested. 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
- 3. Quantitative Aptitude:** 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.
- 4. Electrician related curriculum based on ITI syllabus:** Occupational Safety & Health, Identification of Trade-Hand tools, Specifications, Fundamental of electricity, Electron theory, Solders, flux and soldering technique, Resistors types of resistors & properties of resistors, properties of conductors, insulators and semi-conductors, Voltage grading of different types of Insulators, Temp. Rise permissible, Types of wires & cables standard wire gauge, Specification of wires & Cables-insulation & voltage grades -Low , medium & high voltage, Precautions in using various types of cables / Ferrules, Ohm's Law, Resistors, Kirchoff's Laws, Chemical effect of electric current, Care and maintenance of cells, Grouping of cells of specified voltage & current, Sealed Maintenance free Batteries, Solar battery, Inverter, Battery Charger, UPS-Principle of Working, Magnetism, Resistance, Working principles and circuits of common domestic equipments & appliances, D.C. Machines, Principle of D.C. generator, DC Motors, Electric wirings, Wiring system, earthing, Alternating Current, Transformer, Electrical Measuring Instruments, Synchronous motor, Induction motor, Single phase induction motor, Universal motor, Converter, Relays, Industrial wiring, Basic electronics, Digital Electronics.

### 8. Compounder /Dresser (Level 05)

The written Examination will consist of an **Objective Type Paper** of 100 Multiple Choice Questions (MCQs).

Part	Subject	Maximum Marks	Duration
Part A	General Knowledge	35	90 Minutes
	General English and Hindi	25	
Part B	Knowledge of Dispensing, Hospital and dressing	40	

#### SYLLABUS:

- 1. General Knowledge:** Questions in this component will be aimed at testing the candidate's general awareness of the environment around him. Questions will also be designed to test knowledge of current events and of such matters of every day observations and experience in their scientific aspect as may be expected of any educated person. The test will also include questions relating to India especially pertaining to Sports, History, Culture, Geography, Economic Scene, General Polity, Indian Constitution and Scientific Research etc. These Questions will be such that they do not require a special study of any discipline.
- 2. General English and Hindi (10<sup>th</sup> Level):** Candidates' ability to understand English language, its vocabulary, sentence structure, synonyms, antonyms and its correct usage etc. Basic comprehension and writing ability, etc.

**हिन्दी के प्रश्न निम्नलिखित क्षेत्रों से होंगे:** पर्यायवाची/विलोम शब्द पर आधारित प्रश्न, वाक्यांश के लिए एक शब्द पर आधारित प्रश्न, वाक्य-अशुद्धि संशोधन पर आधारित प्रश्न, मुहावरे/लोकोक्तियों पर आधारित प्रश्न, अनेकार्थी शब्द पर



आधारित प्रश्न, वर्तनी की त्रुटि, परिभाषा शब्दावली-प्रशासन से संबंधित अंग्रेजी शब्दों के समानार्थक हिन्दी शब्द।

**3. Knowledge of Compounder and Dressing:** Anatomy & Physiology, Computers in Nursing, Community Health Nursing, Fundamentals of Nursing, First Aid, Medical Surgical Nursing, Nursing Management, Psychiatric Nursing, Paediatric Nursing, Midwifery & Gynaecological Nursing, Mental Health, Health Education & Communication Skills, Psychology, Microbiology, Personal Hygiene, Environmental Hygiene, Nutrition, etc.

### 9. Laboratory Technician (Level 05)

The written Examination will consist of an **Objective Type Paper** of 100 Multiple Choice Questions (MCQs).

Part	Subject	Maximum Marks	Duration
Part A	General English	15	90 Minutes
	General Knowledge	15	
	Numerical Aptitude and Reasoning	30	
Part B	Science and Agriculture	40	
<b>Total</b>		<b>100</b>	

#### SYLLABUS:

- 1. 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.
- 2. General Knowledge:** Questions will be designed to General knowledge 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, Indian States, India and other countries.
- 3. 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.

**Part-B: Science:** Question will be based on the lab. instruments, lab. safety, lab. operation, basic of environmental studies and chemical reaction, functioning and operations of important instruments: pH meter, turbidity meter, conductivity meter, thermo-hygro meter, luxmeter, high volume sampler, distillation plant, hot air oven, centrifuge, spectrophotometer, laminar flow, autoclave, incubator, furnace, water bath, Kjeldahl nitrogen apparatus, flame photometer, sound level meter, microscope, lysimeter knowledge of laboratory safety practices, preparation of normal and molar solutions, sample preparation: wet digestion & dry ashing analytical analysis of important parameters: pH, turbidity, electrical conductivity, alkalinity. acidity, total solid, total dissolved solid, total suspended solid, hardness, free CO<sub>2</sub>, dissolved oxygen, biochemical oxygen demand, chemical oxygen demand, phosphate, nitrate, ammonia, sulphate, iron microbial media: bacterial & fungal, pure culture technique, sterilization, staining sampling techniques for vegetation, soil, water, & air Measurement techniques for weather parameters, radiation, aerosols, black carbon, soil moisture, upper air profiling, lab. safety, preparation of lab. manuals etc.

**Agriculture:-** Agro-ecosystems, agronomic principles and practices and agro-meteorology; dryland farming and agro-forestry; soils testing and fertility management; integrated farming systems; climate change and its impact on Indian agriculture; diversity of cereal crops, pulses, oilseeds, forage crops, horticultural crops; principles of plant breeding, role of PPV & FRA; seed production; tissue culture and plant propagation techniques; major diseases and their management of selected crop plants; rice, wheat, maize, sugarcane, potato, citrus and papaya; weeds and their management. concept of animal breeding; animal cloning; basics of animal health; animal production; livestock, poultry, duckery, small ruminants; Bee keeping; Fisheries- Fresh water and Marine fish resources. Farm Machinery; Agri-energy; Ergonomics and Women – friendly equipment; Post-Harvest Technology; Information and

Communication Technologies in agriculture; Agri-business; Basic agricultural extensions mechanism; Krishi Vigyan Kendras; socio-economic aspects of agriculture and allied sectors. Human Resource Development in Agricultural Research, Education and Extension; Role of ICAR, NAARM and Agricultural Universities in Indian Agriculture; Indigenous Knowledge Systems in Agriculture.

### 10. Syllabus of Examination for the post of Livestock/Farm Assistant (Level 05)

The Written Examination will be of 100 marks consisting of only Objective Type Multiple choice questions as per the following scheme:-

Paper/Sections	Subject	Max./Marks/Questions	Total Duration/timing for Candidates
Part A	General Knowledge	20	90 Minutes
	General English	20	
	Quantitative Aptitude	20	
Part B	Agriculture	40	

The questions in all the above components will be of 10+2 level.

#### SYLLABUS:

- A. General Knowledge:** - Question in this component will be aimed at testing the candidate's general awareness of the environment around him/her and its application to society. Questions will also be 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 any person of graduate level. The test may also include questions relating to India and its neighboring countries especially pertaining History, Culture, Geography, Economy Science, general Policy & Scientific Research.
- B. General English:** - Candidates' ability to understand correct English, his/her basic comprehension and writing ability, etc, may be tested. 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
- C. Quantitative Aptitude:** - 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 computation of whole numbers, decimals, fractions and relationships between numbers, Percentage, Ratio and Proportion, Square roots, Averages, Interest, Profit and Loss, Discount, Partnership Business, Mixture and Allegation, Time and Distance, Time & Work, Basic algebraic identities of School Algebra & Elementary surds, Graphs of Linear equations, 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, triangles, Quadrilaterals, regular Ploygons, Circle, Right Prism, Right Circular Cone, Right Pyramid with triangular or square base, Trigonometric ratio, Degree and Radian Measures, Standard identities, Complementary angles, height and distances, Histogram, Frequency polygon, Bar diagram & pie chart, etc.
- D. Agriculture:-** Agro-ecosystems, Agronomic principles and practices and Agro-Meteorology; Dryland Farming and Agro-forestry; Soils Testing and Fertility Management; Integrated Farming Systems; Climate Change and its impact on Indian agriculture; Diversity of cereal crops, Pulses, Oilseeds, Forage Crops, Horticultural Crops; Principles of Plant breeding, Role of PPV &FRA; Seed Production; Tissue Culture and Plant Propagation Techniques; Major diseases and their management of selected crop plants; Rice, Wheat, Maize, Sugarcane, Potato, Citrus and Papaya; Weeds and their management. Concept of Animal Breeding; Animal Cloning; Basics of Animal Health; Animal Production; Livestock, Poultry, Duckery, Small ruminants; Bee keeping; Fisheries-Fresh water and Maine fish resources. Farm Machinery; Agri-energy; Ergonomics and Women – friendly equipment; Post-Harvest Technology; Information and Communication Technologies in agriculture; Agri-business; Basic agricultural extensions mechanism; KVK; socio-economic aspects of agriculture and allied sectors. Human Resource Development in Agricultural Research, Education and Extension; Role of ICAR, NAARM and Agricultural University in Indian Agriculture; Indigenous Knowledge Systems in Agriculture.

### 11. Field Cum Lab Assistant (Level 03)

The Written Examination will be of 100 marks consisting of only Objective Type Multiple choice questions as per the following scheme:-

Paper/Sections	Subject	Max./Marks/Questions	Total Duration/timing for Candidates
i)	General Knowledge	25	90 Minutes
ii)	Mathematics	25	
iii)	Science	25	
iv)	Social Science	25	

All questions will be of Objective Multiple Choice Type. The questions in all the above components will be of 10<sup>th</sup> level.

- A. General Knowledge:** Questions may be designed to test knowledge of current events relating to India and its neighboring countries especially pertaining to History, Culture, Geography, Economic Science, General Policy & Scientific Research.
- B. Mathematics:-** Matric level questions on Number System, Fundamental Arithmetical Operations, Algebra, Geometry, Mensuration, Trigonometry and Statistical Charts.
- C. Science:-** Matric level questions on Physical and Chemical Substances- nature and Behaviour, World of Living, Natural Phenomenon, Effects of Current and Natural Resources.
- D. Social Science:-** Matric level questions on India and the Contemporary World, Democratic Politics, Understanding Economic Development and Disaster Management.

#### METHOD OF ANSWER IN THE TEST

1. The candidate is required to write his/her Roll No. and Set No., if any, at the appropriate places provided in the OMR Sheet in Ball Point Pen only. In addition, he/she is also required to fill up Roll No. in the space provided on the OMR Sheet by darkening the appropriate ovals by Ball Point pen only.

**NOTE:** Please note that any error in darkening the Roll No. or writing set number will result in wrong evaluation of the OMR Sheet. He/she may take further note that non-filling of Set No., if any, Roll No. and other vital details would lead to non-evaluation of OMR Sheet and cancellation of his/her candidature. Hence, the candidate should be careful in darkening Roll No. and writing set number.

2. The candidate, within 10 minutes of the issue of the Question Booklet, shall check the Question Booklet to ensure that it contains all the pages in correct sequence and that no page/question is missing. In case of faulty Question Booklet, the candidate shall immediately bring it to the notice of the Superintendent / Invigilators to obtain a fresh Question Booklet.
3. Each question shall be followed by four alternative answers. The candidate is required to identify the one which he/she feels to be the correct answer and record the answer by darkening the appropriate circle in the OMR Sheet with Ball Point Pen only.

For example, if out of 4 alternatives (1) (2) (3) & (4) given against question No. 15, the candidate identifies (2) as the correct answer, he/she is required to darken the circle No. 2 only in the OMR sheet as given below:

**Q. No. 15**                 
                                 1      2      3      4

4. The answer will be treated incorrect if more than one circle is darkened improperly. Any other method of marking such as tick mark, cross mark, use of dot, line mark and half-filled circle or marks outside the circle shall not be evaluated.
5. **NEGATIVE MARKING:** There will be negative marks for wrong answers in the objective tests. One-Fourth of the Correct Answer (i.e., 0.25 marks) will be deducted for each wrong answer.
6. If any question is not attempted, the candidate is required to leave all the circle against that question as blank. Such an answer will be awarded zero mark.

7. Inner cover page of the Question Booklet or the blank space / page at the end of Question Booklet may be used for rough work.
8. No page from the Question Booklet is to be torn or removed. If a candidate is found tearing any page from the Question Booklet, he/she shall be liable to punishment for adopting unfair means and shall not be allowed to continue in the Test.

**NOTE:**

- i. *If the candidate commits any error in writing / filling the Roll No., Set No. etc. on the answer sheet, it will not be possible to rectify the error and the answer sheet will be evaluated accordingly.*
- ii. *The decision of the University regarding Question(s)/ Key will be final.*

**IMPORTANT:**

**CANDIDATES TO NOTE THAT SINCE ANSWERS ARE TO BE MARKED BY BALL PEN, IT WILL NOT BE POSSIBLE TO CHANGE ANY ANSWER AFTER MARKING IT. (USE OF WHITENER FOR CHANGE IN ANSWER IS NOT ALLOWED)**

**TA/DA**

No TA/DA will be admissible for attending the Written Examination. Travelling and other expenses must be borne by the candidates themselves.

**GENERAL TERM AND CONDITIONS**

1. The prescribed minimum qualifying marks for candidates in written examination shall be 50% for UR and OBC Category and 40% for SC/ST/PwD/Ex-serviceman.
2. 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.
3. If circumstances so warrant, the University reserves the right to modify or remove the condition of Minimum Qualifying Marks prescribed for one or more Non-Teaching posts at any stage and/or for any component and/or for any Section. **The decision of the University shall be final and binding on each candidate.**

**IMPORTANT NOTE:** If required, the University shall hold Skill Test for any Non-Teaching Positions even for such Non-Teaching posts for which the University has not mentioned about Skill Test while advertising the various Non-Teaching Positions vide Advertisement No. RLBCAU/04/2019 dated 27<sup>th</sup> February, 2019. The decision of the University shall be final and binding on each candidate.

4. A relaxation of 5% shall be allowed at the Bachelor's as well as at the Master's level for the candidates belonging to Scheduled Caste/Scheduled Tribe/Other Backward Classes (OBC)(Non-creamy Layer)/Differently-abled ((a) Blindness and low vision; (b) Deaf and Hard of Hearing; (c) Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid-attack victims and muscular dystrophy; (d) Autism, intellectual disability, specific learning disability and mental illness; (e) Multiple disabilities from amongst persons under (a) to (d) including deaf-blindness) for the purpose of eligibility and assessing good academic record for direct recruitment. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever the grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based only on the qualifying marks without including any grace mark procedure.
5. Incomplete applications will not be considered and will be REJECTED.
6. Candidates belonging to SC/ST/OBC/EWSs/PwDs category should submit proper caste/ EWSs certificate as per the proforma prescribed by the Govt. of India only.
7. The appointment of the candidate on the basis of marks in written examination (with syllabus) and skill test, if any; verification of her/his Character & Antecedents; and if applicable her/his Caste/Tribe/Community Certificate from the respective authorities through proper channel. If the

verification reveals anything adverse about her/his character and antecedents and/or that the claim to belong to the Scheduled Caste/Scheduled Tribe/Other Backward Class (Non-Creamy Layer), as the case may be, is false, her/his services will be terminated forthwith without assigning any reasons thereof and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificates.

8. The list of candidates to be called for Written Examination and details regarding Date, Time, Venue of Written Examination and Admit Card shall be notified on the University Website ([www.rlbcau.ac.in](http://www.rlbcau.ac.in)). Therefore, the candidates are advised to check the University Website regularly.
9. **USE OF UNFAIR MEANS:** Candidates are not permitted to use mobile phone, calculators or any other electronic / electrical device. Candidates, therefore, **MUST NOT** bring mobile phone, calculators or any other electronic / electrical device inside the examination premises. Possession of these items, whether in use or not, will be considered as “**use of unfair means**” in the examination and appropriate action will be taken by the University against such candidates.
10. Success in the examination confers no right for selection unless the University is satisfied after such verification, as may be considered necessary about the candidate, having regard to her/his conduct in service, that she/he is eligible and suitable in all respects for appointment to the post for which the examination is conducted.
11. The Compensatory time for PwD candidates availing scribe/reader/lab assistant shall be given as per rules, if any.
12. **Action against Candidates found Guilty of Misconduct:** Candidates are warned that they should not furnish any particulars that are false or suppress any material information in filling up the application form. Candidates are also warned that they should in no case correct or alter or otherwise tamper with any entry in a document or its attested/certified copy submitted by them nor should they submit a tampered/fabricated document. If there is any inaccuracy or any discrepancy between two or more such documents or their attested/certified copies, an explanation regarding this discrepancy should be submitted.

A candidate will be disqualified, if she/he has been declared by the University to be guilty of:

- a) Obtaining support of his/her candidature by any means; or
- b) Impersonating; or
- c) Procuring impersonation by any person;
- d) Submitting fabricated documents or documents which have been tampered with; or
- e) Making statements which are incorrect or false or suppressing material information; or
- f) Resorting to any other irregular or improper means in connection with his/her candidature for the selection; or
- g) Using unfair means during the test; or
- h) Writing irrelevant matter including obscene language or pornographic matter, in the script(s); or
- i) Misbehaving in any other manner in the examination hall; or
- j) Harassing or doing bodily harm to the staff employed by the University for the conduct of their test; or
- k) Bringing mobile Phone/communication device in the Examination Hall/Interview Room; or
- l) Attempting to commit or, as the case may be, abetting the University of all or any of the acts specified in the foregoing clauses may, in addition to rendering himself/herself liable to criminal prosecution, be liable:
  - i. to be disqualified by the University from selection for which he/she is a candidate; and/or
  - ii. to be debarred either permanently or for a specified period by the:
    - University from any Examination or Selection held by them.
    - University from taking admission under the courses offered by them.
  - iii. if he/she is already in service under Government to disciplinary action under the appropriate rules.

### 13. Resolution of Tie Cases

- a) The tie is resolved by the University by referring to the total marks in the Written Examination i.e. a candidate having more marks in the written examination gets preference over the candidate(s) with less marks.



- b) If the tie still persists then the marks in Knowledge of Rules of Government of India & RLBCAU Act and English are referred to i.e., a candidate having more marks in the concerned subject will be given preference.
- c) If the tie still persists, the candidate older in age gets preference.
- d) If the tie still persists, it is finally resolved by referring to the alphabetical order of names i.e. a candidate whose name begins with the alphabet which comes first in the alphabetical order gets preference.

**14. University Decision Final:**

The decision of the University in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s), allotment of examination centres and preparation of merit list will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

- 15. Court's Jurisdiction:** In case of any disputes, any suites or legal proceedings against the University in regard to this recruitment, the territorial jurisdiction shall be restricted to the Courts in Uttar Pradesh at District Court at Jhansi and Allahabad High Court at Prayagraj.

**IMPORTANT NOTE:**

- 1. The candidates applied for any non-teaching positions should ensure that they fulfill all the eligibility conditions for admission to the written examination. Their admission at all the stages of written examination will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If, on verification, at any time before or after the written examination and skill test (wherever applicable), it is found that they do not fulfil any of the eligibility conditions, their candidature for the examination will be cancelled by the University.
- 2. The candidates must carry at least one latest photo bearing identification proof such as Driving Licence / Voter Card / Aadhaar Card / Identity Card issued by University / College, Income Tax Pan Card in original to the Examination Centre, failing which they will not be allowed to appear for the same.
- 3. Any attempt to influence the authorities by way of recommendations will *ab-initio* disqualify the candidate.

**FORM OF CASTE CERTIFICATE FOR SC/ST**

This is to certify that Shri\*/Shrimati/Kumari \_\_\_\_\_ Son/Daughter of  
\_\_\_\_\_ Village/Town \_\_\_\_\_ /District/Division\*  
\_\_\_\_\_ of the \_\_\_\_\_ State/Union Territory belongs to the  
\_\_\_\_\_ Caste\*/Tribe which is recognised as a Scheduled Caste/Tribe under :

- \*The Constitution Scheduled Castes Order, 1950.
- \*The Constitution Scheduled Tribes Order, 1950.
- \*The Constitution (Scheduled Castes) (Union Territories) (Part C States) Order, 1951;
- \*The Constitution (Scheduled Tribes) (Union Territories) (Part C States) Order, 1951;
- [As amended by the Scheduled Castes and Scheduled Tribes List (Modification Order, 1956, the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976.]
- \*The Constitution (Jammu and Kashmir)\* Scheduled Castes Orders, 1956.
- \*The Constitution (Andaman and Nicobar Islands)\* Scheduled Tribes Order, 1959, as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976
- \*The Constitution (Dadra and Nagar Haveli)\* Scheduled Castes Order, 1962.
- \*The Constitution (Dadra and Nagar Haveli)\* Scheduled Tribes Order, 1962.
- \*The Constitution (Pondicherry) Scheduled Castes Order, 1964.
- \*The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967.
- \*The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968.
- \*The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968.
- \*The Constitution (Nagaland) Scheduled Tribes Order, 1970.
- \*The Constitution (Sikkim) Scheduled Castes Order, 1978
- \*The Constitution (Sikkim) Scheduled Tribes Order, 1978
- \*The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989.
- \*The Constitution (SC) Orders (Amendment) Act, 1990.
- \*The Constitution (ST) Orders (Amendment) Ordinance Act, 1991.
- \*The Constitution (ST) Orders (Amendment) Ordinance Act, 1996.
- \*The Constitution (Scheduled Castes) Orders (Amendment) Act, 2002.
- \*The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002.
- \*The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002.

2. Applicable in the case of Scheduled Castes/Scheduled Tribes persons who have migrated from one State/Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes Certificate issued to Shri/Shrimati\* \_\_\_\_\_ father/mother\* \_\_\_\_\_ of Shri/Shrimati/Kumari \_\_\_\_\_ of Village/Town\* \_\_\_\_\_ in /District/Division\* \_\_\_\_\_ of the State/Union Territory\* \_\_\_\_\_ who belongs to the \_\_\_\_\_ Caste\*/Tribe which is recognised as a Scheduled Caste/Scheduled Tribe in the Station/Union Territory\* issued by the \_\_\_\_\_ dated \_\_\_\_\_.

3. Shri/Shrimati/Kumari\* and /or\* his/her\* family ordinarily reside(s) in Village/Town\* \_\_\_\_\_ District/Division\* of the State/Union Territory \* of \_\_\_\_\_.

Place \_\_\_\_\_  
Date \_\_\_\_\_

Signature \_\_\_\_\_  
Designation \_\_\_\_\_  
(with seal of Office)

State/Union Territory \_\_\_\_\_

\* Please delete the words, which are not applicable.

@ Please quote specific Presidential Order

% Delete the Paragraph, which is not applicable

Note : (a) The term 'ordinarily reside'(s) used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

The following Officers are authorised to issue caste certificates :

1. District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1<sup>st</sup> Class Stipendary Magistrate/Sub Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.
2. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
3. Revenue Officer not below the rank of Tehsildar.
4. Sub-Divisional Officer of the area where the candidate and/or his family normally resides.
5. Certificates issued by Gazetted Officers of the Central or of a State Government countersigned by the District Magistrate concerned.
6. Administrator/Secretary to Administrator (Laccadive, Minicoy and Amindivi Islands).

**(FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES  
APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA)**

This is to certify that Shri/ Smt./Kumari \_\_\_\_\_ son/daughter of  
\_\_\_\_\_ of village/town \_\_\_\_\_ in District/Division  
\_\_\_\_\_ in the State/Union Territory \_\_\_\_\_ belongs to the  
\_\_\_\_\_ Community which is recognized as a backward class under the Government of India,  
Ministry of Social Justice and Empowerment's Resolution No. \_\_\_\_\_ dated \_\_\_\_\_\*.

Shri/Smt./Kumari \_\_\_\_\_ and/or his/her family ordinarily reside(s) in the  
\_\_\_\_\_ District/Division of the \_\_\_\_\_ State/Union Territory. This  
is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of  
the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt (SCT)  
dated 8.9.1993\*\*.

District Magistrate: \_\_\_\_\_

Deputy Commissioner etc.: \_\_\_\_\_

Dated:

Seal:

\* The authority issuing the certificate may have to mention the details of Resolution of Government of India,  
in which the caste of the candidate is mentioned as OBC.

\*\* As amended from time to time.

**Note:** The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the  
People Act, 1950.

**PwD Certificate Proforma**  
**Proforma for Certificate to be obtained by the candidate coming under the category of**  
**Persons with Disabilities**

(To be filled by Medical Board notified under PWD Act)

Certificate No :

Date:

This is to certify that Mr./Ms \_\_\_\_\_  
son/daughter of Mr./Mrs. \_\_\_\_\_  
Age \_\_\_\_\_ male/female, Registration No. \_\_\_\_\_ is  
a case of \_\_\_\_\_.

Passport size  
photograph

He/She is physically disabled/visual disabled/speech and hearing disabled/having mental retardation/leprosy cured and has % ( \_\_\_\_\_ per cent) permanent (physical impairment/visual impairment/speech and hearing impairment etc.) in relation to his/her \_\_\_\_\_.

**Note:** This condition is progressive/not progressive/likely to improve/not likely to improve\*. Re-assessment is not recommended/ is recommended after period of \_\_\_\_\_ months/years\*.

\*Strike out whichever is not applicable.

**Signatures of Doctors, Names, Specializations, Seals with degrees**

(Member-1, Medical Board)

(Member-2, Medical Board)

(Member-3, Medical Board)

**Signature/Thumb impression of Patient Countersigned by the Medical Superintendent/CMO/Head of Hospital (with seal)**

**Information/Guidelines:**

1. Disability certificate shall be issued by Medical Board of at least three doctors duly constituted by the State or Central government under PWD Act. (One of the members of the Board should be the specialist in the particular field for assessing Locomotor, Visual disability, Hearing and Speech disability, Mental disorder and Leprosy cured)
2. If disability is likely to decrease (temporary type) then, the certificate should be valid up to September 15, 2013.
3. For candidature under persons with disabilities category, candidates with a minimum of 40% disability are eligible.
4. The Medical Board at Reporting Center or Allotted institute will assess the Persons with Disabilities (PD) certificate. Medical Board at Reporting Center/Allotted institute will submit its recommendations regarding the admissibility of the certificate. In case of any doubts regarding the validity of the certificate, clarifications may be sought from the issuing authority.

**INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS**

Certificate No. \_\_\_\_\_

Date: \_\_\_\_\_

**VALID FOR THE YEAR** \_\_\_\_\_

This is to certify that Shri/Smt./Kumari \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_ permanent resident of \_\_\_\_\_, Village/Street \_\_\_\_\_ Post. Office \_\_\_\_\_ District \_\_\_\_\_ in the State/Union Territory \_\_\_\_\_ Pin Code \_\_\_\_\_ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income\* of his/her family\*\* is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year \_\_\_\_\_. His/her family does not own or possess any of the following assets\*\*\*:

1. 5 acres of agricultural land and above;
  2. Residential flat of 1000 sq. ft. and above;
  3. Residential plot of 100 sq. yards and above in notified municipalities;
  4. Residential plot of 200 sq. yards and above in. areas other than the notified municipalities.
2. Shri/Smt./Kumari \_\_\_\_\_ belongs to the \_\_\_\_\_ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Signature with seal of Office \_\_\_\_\_  
Name \_\_\_\_\_  
Designation \_\_\_\_\_

**Recent Passport size  
attested photograph  
of the applicant**

**\*Note 1:** Income covered all sources i.e. salary, agriculture, business, profession, etc.

**\*\*Note 2:** The term 'Family' for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 15 years.

**\*\*\*Note 3:** The property held by a 'Family' in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EwS status.