



# MAHATMA GANDHI CENTRAL UNIVERSITY

[A Central University established by an Act of Parliament]

## IMPORTANT INFORMATION

REGARDING

**DATE, TIME, AND VENUE**

**OF SKILL TEST AND DOCUMENT VERIFICATION**

**FOR VARIOUS NON-TEACHING POSITIONS (GROUP – 'B' & 'C')**

[Ref.: Advertisement No. MGCUR/NT/2023/02 dated 1<sup>st</sup> December 2023]

**Dated: 21<sup>st</sup> October 2024**

1. This is with reference to:
  - i. Advertisement No. MGCUR/NT/2023/02 dated 1<sup>st</sup> December 2023 vide which various Non-Teaching Positions were advertised by the National Testing Agency (NTA) on behalf of Mahatma Gandhi Central University, for filling up the same on regular/permanent basis.
  - ii. Public Notice dated 2<sup>nd</sup> August 2024 issued by the NTA vide which provisional result of Central University Recruitment Examination (CURE) Stage – II for Mahatma Gandhi Central University in respect of various Non-Teaching Positions (Group – 'B' and 'C') was declared.
2. In continuation to the said provisional result declared by the NTA vide its aforesaid Notice dated 2<sup>nd</sup> August 2024, **it is hereby notified for information of all concerned candidates that further process [viz. (i) conduct of Skill Test (wherever applicable); and (ii) Document Verification]** in respect of various Non-Teaching Positions (Group – 'B' and 'C') shall be held at **Chanakya Parisar, Mahatma Gandhi Central University, Zila School Premises, Motihari, District – East Champaran, Bihar**, as per schedule given below:

Sl.	Name of the Post	Date of Skill Test and/or Document Verification	Reporting Time
i.	Hindi Translator	<b>12<sup>th</sup> November 2024 (Tuesday)</b>	10:00 AM
ii.	Junior Engineer (Civil)		10:00 AM
iii.	Professional Assistant		10:00 AM
iv.	Library Assistant		10:00 AM
v.	Library Attendant		10:00 AM
vi.	Security Officer	<b>13<sup>th</sup> November 2024 (Wednesday)</b>	10:00 AM
vii.	Driver		10:00 AM
viii.	Laboratory Attendant		10:00 AM
ix.	Upper Division Clerk	<b>14<sup>th</sup> November 2024 (Thursday)</b>	10:00 AM
x.	Lower Division Clerk		10:00 AM
xi.	Hindi Typist		10:00 AM
xii.	Multi-Tasking Staff		1:30 PM

3. **List of documents (in original) to be produced for Verification:**

To check and verify their eligibility in accordance with the minimum essential qualification prescribed by the University for the specific post, **all candidates are directed to bring with them the following documents (in Original) as per the schedule given above:**

- i. A copy of the Online Application Form duly filled and submitted by the applicant.
- ii. Certificate of Educational / Professional Qualification (*Matriculation onwards*).
- iii. \*Documents in support of experience as claimed in the application form.
- iv. Certificate of Age/Date of Birth (*Matriculation Certificate*).
- v. \*Caste Certificate (*OBC certificate issued within six months*).
- vi. \*NOC and Vigilance Clearance Certificate from the present employer.
- vii. Character Certificate issued by Pradhan/ Tehsildar/ Principal (*as the case may be*).
- viii. \*Last Pay Certificate issued by the Employer.
- ix. Two Passport size Photographs.

\* *Wherever applicable.*

4. **MODALITIES OF SKILL TEST (Wherever applicable):**

**i. Hindi Translator:**

The University will hold Skill Test viz. **(i)** Hindi Computer Typing Speed @ 30 w.p.m.; and **(ii)** Translation from English to Hindi and Hindi to English.

**Note: The procedure for evaluating typing tests as is in Appendix – ‘A’.**

**ii. Junior Engineer (Civil):**

Skill Test [Strength of Materials: Conduction of tests on steel Concrete Technology: Tests on cement, sand and concrete Geotechnical Engineering: Conduction of basic tests on soil Surveying: Conduction of different types of surveying and levelling; Use of Total Station Highway Engineering: Tests on bitumen and aggregates Environmental Engineering: Basic Tests to be carried out on water and waste water].

**iii. Professional Assistant:**

The skill test shall be conducted in a manner to check the practical knowledge of the candidate in handling various processes associated with the library's functioning.

The candidates will be tested for his/her skills in:

- Search in electronic data bases (online)
- Knowledge of specialized, open-source application software for libraries like Digital Library Software etc.
- Knowledge of any Indian/Foreign language as opted by the candidate from the list given below:

Arabic, Persian, Urdu, Sindhi, Tamil, Telugu, Malyalam, Kannad, Odiya, Bengali, Assamese, Chinese, Japanese, Korean, French, German, Spanish and Russian.

**iv. Library Assistant:**

- a. The University will hold a Skill Test [viz. English Computer Typing Test & Computer Proficiency Test (CPT)].
- b. Computer Typing Speed in English shall be @ 30 w.p.m.
- c. The Computer Proficiency Test comprises of three modules: (i) Word Processing, (ii) Excel & (iii) Power Point presentation. CPT is qualifying in nature and qualifying in all the three Modules will be mandatory.
- d. Duration of each module will be 15 minutes. These modules will be conducted one after the other.

- e. Module - I will comprise preparation of a letter/notice/office order, etc. as per the exercise given in the test; Module - II will comprise preparation of spreadsheet as per the exercise given in the test; and Module – III will comprise preparation of Power Point Presentation as per the exercise given in the test.
- f. No exemption from CPT is allowed for any category of PwBD candidates. PwBD candidates who are eligible for scribes will be allowed additional compensatory time of 5 (five) minutes in CPT. Only those VH candidates who opt for scribes in the written examination will be provided passage reader at the time of CPT.

**Note: The procedure for evaluating typing tests as is in Appendix – ‘A’.**

**v. Library Attendant:**

Basic Knowledge of Library and information Science and Computer.

- a. The Computer Proficiency Test comprises of three modules: (i) Word Processing, (ii) Excel & (iii) Power Point presentation. CPT is qualifying in nature and qualifying in all the three Modules will be mandatory.
- b. Duration of each module will be 15 minutes. These modules will be conducted one after the other.
- c. Module - I will comprise preparation of a letter/notice/office order, etc. as per the exercise given in the test; Module - II will comprise preparation of spreadsheet as per the exercise given in the test; and Module – III will comprise preparation of Power Point Presentation as per the exercise given in the test.
- d. No exemption from CPT is allowed for any category of PwBD candidates. PwBD candidates who are eligible for scribes will be allowed additional compensatory time of 5 (five) minutes in CPT. Only those VH candidates who opt for scribes in the written examination will be provided passage reader at the time of CPT.

**vi. Driver:**

Skill Test will be conducted to assess the candidates’ driving skills and test his/her knowledge of motor driving, motor mechanics, and traffic rules & regulations.

**vii. Laboratory Attendant:**

Skill Test related to laboratory skills including the practical knowledge and handling of instruments and laboratory-related matters.

**viii. Security Officer:**

Physical Test (Running 1.6 Km in 6 Minutes)

**ix. Hindi Typist:**

- a. The University will hold a Skill Test [viz. Hindi Computer Typing Test & Computer Proficiency Test (CPT)].
- b. Computer Typing Speed in Hindi shall be @ 30 w.p.m.
- c. The Computer Proficiency Test comprises of three modules: (i) Word Processing, (ii) Excel & (iii) Power Point presentation. CPT is qualifying in nature and qualifying in all the three Modules will be mandatory.
- d. Duration of each module will be 15 minutes. These modules will be conducted one after the other.
- e. Module - I will comprise preparation of a letter/notice/office order, etc. as per the exercise given in the test; Module - II will comprise preparation of spreadsheet as per the exercise given in the test; and Module – III will comprise preparation of Power Point Presentation as per the exercise given in the test.
- f. No exemption from CPT is allowed for any category of PwBD candidates. PwBD candidates who are eligible for scribes will be allowed additional compensatory time of 5 (five) minutes in CPT. Only those VH candidates who opt for scribes in the written examination will be provided passage reader at the time of CPT.

**Note: The procedure for evaluating typing tests as is in Appendix – ‘A’.**

**x. Upper Division Clerk (UDC) and Lower Division Clerk (LDC):**

- a. The University will hold a Skill Test [viz. Typing Test & Computer Proficiency Test (CPT)].
- b. Computer Typing Speed in English @ 35 w.p.m. **OR** Computer Typing Speed in Hindi @ 30 w.p.m.
- c. The Computer Proficiency Test comprises of three modules: (i) Word Processing, (ii) Excel & (iii) Power Point presentation. CPT is qualifying in nature and qualifying in all the three Modules will be mandatory.
- d. Duration of each module will be 15 minutes. These modules will be conducted one after the other.

- e. Module - I will comprise preparation of a letter/notice/office order, etc. as per the exercise given in the test; Module - II will comprise preparation of spreadsheet as per the exercise given in the test; and Module – III will comprise preparation of Power Point Presentation as per the exercise given in the test.
- f. No exemption from CPT is allowed for any category of PwBD candidates. PwBD candidates who are eligible for scribes will be allowed additional compensatory time of 5 (five) minutes in CPT. Only those VH candidates who opt for scribes in the written examination will be provided passage reader at the time of CPT.

**Note: The procedure for evaluating typing tests as is in Appendix – ‘A’.**

5. **CRITERIA FOR FINAL SELECTION:**

- i. **The Skill Test is compulsory and shall be qualifying in nature.** The marks allocated for the Skill Test (*wherever applicable*), shall be 50 and the minimum qualifying marks in the Skill Test shall be 25.
  - ii. Candidates will be allowed to appear in the Skill Test provisionally. Mere appearing in the Skill Test and Qualifying the Skill Test is not the criteria for final selection. It will be subject to fulfilment of all eligibility qualification/conditions and verification of documents.
  - iii. **Final selection shall be done/based on the performance of the candidate in Written Examination only** [viz. Marks scored in Tier – I: Objective Type Test; and Marks scored in Tier – II: Descriptive Test].
  - iv. **Final Select List** of eligible and qualified candidates selected for appointment against various Non-Teaching Positions on the basis of marks secured in Written Examination [viz. Tier I and Tier II] subject to qualifying the Skill Test (*wherever applicable*), shall be uploaded on the University Website separately.
6. A list of candidates called for Skill Test and/or Document Verification is attached at **ANNEXURE – 1.**
7. Acceptance of documents submitted by an applicant shall be subject to verification by the Competent Authority. If any document is found to be false/fake/incorrect either before or after appointment, the document shall be summarily rejected and/or action shall be initiated against the candidate which shall lead to cancellation of his/her appointment, as the case may be.

8. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Mahatma Gandhi Central University in all matter relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of examination shall be final and no query or correspondence shall be entertained in this connection from any individual or his/her agency.
9. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issuing an appointment letter, the University reserves the right to modify/withdraw/cancel any communication made to the applicant.
10. No TA/DA will be paid for appearing in any Skill Test/Practical/Trade Test/Document Verification for any post.
11. The decision of the University in all matters relating to recruitment will be final and binding on all.
12. Decision of the University as to the eligibility or otherwise of the candidates at any stage of the selection process shall be final.
13. For more and regular updated information in this regard, candidates are advised to visit the University Website ([www.mgcub.ac.in](http://www.mgcub.ac.in)) regularly.
14. Canvassing in any form will be a disqualification.

**[Recruitment & Assessment Cell]**  
Mahatma Gandhi Central University

**List of candidates called for  
Skill Test and/or Document Verification**

<b>Name of the Post: Hindi Translator</b> [Group – ‘B’   Pay Level (as per 7 <sup>th</sup> CPC): 6] Total Number of Posts Advertised: <b>Unreserved (UR) - 1</b>			
Sl.	Roll No.	Application Number	Category
1.	BR05000035	2352010002144	GENERAL
2.	BR07000026	2352010004639	OBC-NCL AS PER CENTRAL LIST
3.	BR07000113	2352010003279	GENERAL-EWS
4.	BR07000132	2352010003613	GENERAL-EWS
5.	BR07000139	2352010003428	GENERAL
6.	BR07000152	2352010004039	GENERAL
7.	BR07000197	2352010004103	GENERAL
8.	BR07000214	2352010004920	GENERAL-EWS

<b>Name of the Post: Junior Engineer (Civil)</b> [Group – ‘B’   Pay Level (as per 7 <sup>th</sup> CPC): 6] Total Number of Posts Advertised: <b>Unreserved (UR) - 1</b>			
Sl.	Roll No.	Application Number	Category
1.	BR07000166	2352010003356	OBC-NCL AS PER CENTRAL LIST

<b>Name of the Post: Professional Assistant</b> [Group – ‘B’   Pay Level (as per 7 <sup>th</sup> CPC): 6] Total Number of Posts Advertised: <b>Unreserved (UR) - 1</b>			
Sl.	Roll No.	Application Number	Category
1.	BR07000803	2352010005017	OBC-NCL AS PER CENTRAL LIST



**Name of the Post: Library Assistant**

**[Group – ‘C’ | Pay Level (as per 7<sup>th</sup> CPC): 3]**

**Total Number of Posts Advertised: Unreserved (UR) – 1**

Sl.	Roll No.	Application Number	Category
1.	BR02000023	2352010002569	OBC-NCL AS PER CENTRAL LIST
2.	BR02000029	2352010003239	OBC-NCL AS PER CENTRAL LIST
3.	BR07000259	2352010002748	OBC-NCL AS PER CENTRAL LIST
4.	BR07000395	2352010002188	GENERAL
5.	BR07000655	2352010003053	GENERAL
6.	BR07000702	2352010004616	GENERAL
7.	BR10000121	2352010003994	GENERAL-EWS

**Name of the Post: Library Attendant**

**[Group – ‘C’ | Pay Level (as per 7<sup>th</sup> CPC): 1]**

**Total Number of Posts Advertised: Unreserved (UR) - 1**

Sl.	Roll No.	Application Number	Category
1.	BR07000259	2352010002748	OBC-NCL AS PER CENTRAL LIST

**Name of the Post: Security Officer**

**[Group – ‘B’ | Pay Level (as per 7<sup>th</sup> CPC): 7]**

**Total Number of Posts Advertised: Unreserved (UR) – 1**

Sl.	Roll No.	Application Number	Category
1.	BR07000046	2352010000676	SCHEDULED CASTE
2.	BR07000165	2352010003273	GENERAL
3.	BR07000171	2352010004332	GENERAL
4.	BR07000175	2352010002639	GENERAL

**Name of the Post: Driver**

[Group – 'C' | Pay Level (as per 7<sup>th</sup> CPC): 1]

**Total Number of Posts Advertised: Unreserved (UR) - 3**

Sl.	Roll No.	Application Number	Category
1.	BR07000439	2352010000828	GENERAL-EWS
2.	BR07000748	2352010005028	GENERAL

**Name of the Post: Laboratory Attendant**

[Group – 'C' | Pay Level (as per 7<sup>th</sup> CPC): 1]

**Total Number of Posts Advertised: 4 [Other Backward Class (OBC) – 1 and Unreserved (UR) – 3]**

Sl.	Roll No.	Application Number	Category
1.	BR02000024	2352010002762	OBC-NCL AS PER CENTRAL LIST
2.	BR05000055	2352010000510	OBC-NCL AS PER CENTRAL LIST
3.	BR05000099	2352010001273	GENERAL
4.	BR05000107	2352010004545	OBC-NCL AS PER CENTRAL LIST
5.	BR05000121	2352010004621	GENERAL-EWS
6.	BR07000241	2352010001858	GENERAL
7.	BR07000320	2352010005143	OBC-NCL AS PER CENTRAL LIST
8.	BR07000335	2352010000611	OBC-NCL AS PER CENTRAL LIST
9.	BR07000336	2352010000692	OBC-NCL AS PER CENTRAL LIST
10.	BR07000352	2352010001397	GENERAL-EWS
11.	BR07000392	2352010002151	GENERAL
12.	BR07000461	2352010002642	OBC-NCL AS PER CENTRAL LIST
13.	BR07000576	2352010003945	GENERAL-EWS
14.	BR07000591	2352010004093	GENERAL
15.	BR07000593	2352010002031	OBC-NCL AS PER CENTRAL LIST
16.	BR07000643	2352010004439	GENERAL
17.	BR07000661	2352010003993	OBC-NCL AS PER CENTRAL LIST
18.	BR07000688	2352010004069	GENERAL
19.	BR07000701	2352010004628	GENERAL-EWS

**Name of the Post: Laboratory Attendant**

**[Group – 'C' | Pay Level (as per 7<sup>th</sup> CPC): 1]**

**Total Number of Posts Advertised: 4 [Other Backward Class (OBC) – 1 and Unreserved (UR) – 3]**

Sl.	Roll No.	Application Number	Category
20.	BR07000712	2352010004675	OBC-NCL AS PER CENTRAL LIST
21.	BR07000792	2352010003701	OBC-NCL AS PER CENTRAL LIST
22.	BR10000166	2352010001386	OBC-NCL AS PER CENTRAL LIST
23.	BR10000416	2352010004699	GENERAL-EWS
24.	BR10000418	2352010004753	OBC-NCL AS PER CENTRAL LIST

**Name of the Post: Upper Division Clerk (UDC)**

**[Group – 'C' | Pay Level (as per 7<sup>th</sup> CPC): 4]**

**Total Number of Posts Advertised: 4 [Other Backward Class (OBC) – 1 and Unreserved (UR) – 4]**

Sl.	Roll No.	Application Number	Category
1.	BR05000085	2352010000804	OBC-NCL AS PER CENTRAL LIST
2.	BR07000345	2352010000070	GENERAL
3.	BR07000397	2352010002215	OBC-NCL AS PER CENTRAL LIST
4.	BR07000721	2352010004652	OBC-NCL AS PER CENTRAL LIST

**Name of the Post: Lower Division Clerk (LDC)**

**[Group – 'C' | Pay Level (as per 7<sup>th</sup> CPC): 2]**

**Total Number of Posts Advertised:**

**9\* [Scheduled Caste (SC) – 1; Other Backward Class (OBC) – 2 and Unreserved (UR) – 6\*]**

\* One post reserved for Person with Benchmark Disabilities (PwBD) [Blindness and Low Vision]

Sl.	Roll No.	Application Number	Category
1.	BR05000055	2352010000510	OBC-NCL AS PER CENTRAL LIST
2.	BR07000407	2352010002364	OBC-NCL AS PER CENTRAL LIST
3.	BR07000448	2352010002007	OBC-NCL AS PER CENTRAL LIST
4.	BR07000476	2352010001004	OBC-NCL AS PER CENTRAL LIST
5.	BR07000483	2352010001815	OBC-NCL AS PER CENTRAL LIST

**Name of the Post: Lower Division Clerk (LDC)**

**[Group – ‘C’ | Pay Level (as per 7<sup>th</sup> CPC): 2]**

**Total Number of Posts Advertised:**

**9\* [Scheduled Caste (SC) – 1; Other Backward Class (OBC) – 2 and Unreserved (UR) – 6\*]**

**\* One post reserved for Person with Benchmark Disabilities (PwBD) [Blindness and Low Vision]**

Sl.	Roll No.	Application Number	Category
6.	BR07000534	2352010001356	GENERAL-EWS
7.	BR07000604	2352010001577	GENERAL
8.	BR07000642	2352010004434	OBC-NCL AS PER CENTRAL LIST
9.	BR07000712	2352010004675	OBC-NCL AS PER CENTRAL LIST
10.	BR10000362	2352010003659	OBC-NCL AS PER CENTRAL LIST
11.	BR10000364	2352010004351	GENERAL-EWS
12.	BR10000392	2352010004175	GENERAL
13.	BR10000418	2352010004753	OBC-NCL AS PER CENTRAL LIST
14.	BR10000448	2352010004922	OBC-NCL AS PER CENTRAL LIST

**Name of the Post: Hindi Typist**

**[Group – ‘C’ | Pay Level (as per 7<sup>th</sup> CPC): 2]**

**Total Number of Posts Advertised: Unreserved (UR) – 1**

Sl.	Roll No.	Application Number	Category
1.	BR10000392	2352010004175	GENERAL

**Name of the Post: Multi-Tasking Staff (MTS)**

**[Group – ‘C’ | Pay Level (as per 7<sup>th</sup> CPC): 1]**

**Total Number of Posts Advertised: Unreserved (UR) - 2**

Sl.	Roll No.	Application Number	Category
1.	BR05000055	2352010000510	OBC-NCL AS PER CENTRAL LIST
2.	BR07000358	2352010001549	OBC-NCL AS PER CENTRAL LIST

\* \* \* \* \*

**EVALUATION OF TYPE**  
**(ENGLISH OR HINDI)**

**NATURE OF MISTAKES:****A. Full Mistakes:**

The following errors are treated as full mistakes:

- i. For every omission of word/ figure.
- ii. For every substitution of a wrong word/figure.
- iii. For every addition of a word /figure not found in the passage.

**B. Half Mistakes:** The following errors are treated as half mistakes:

- (i) **Spacing Errors:** Where no space is provided between two words, e.g. ‘lhope’ or undesired space is provided between the words or letter sofa word e.g. hope lhave;’l hxxave’.
- (ii) For every spelling error committed by way of repetition, or addition or transposition or omission or substitution of a letter/letters, e.g. the word ‘spelling’ typed as ‘seeplings’ etc.
- (iii) **Wrong Capitalization:** Wrong use of capital letter for small letter and vice-versa (*this does not apply to Hindi typewriting scripts*).

**C. Evaluation Procedure:**

The following parameters and formulae shall be used to calculate the speed and accuracy of the typing test conducted, wherever applicable.

- a. **Gross Words:** This is the total number of words typed by the Candidate: it includes both correct and incorrect words.

Gross Words are calculated as typed words.

- b. **Gross Words per Minute (GWPM):** The Total number of words typed in one minute.

GWPM is calculated as: Gross Words/Time taken in minutes.

- c. **Net Words:** The number of correct words typed.

Net Words is calculated as: Correct Words

- d. **Net Words per Minute (NWPM) =** Net Words / Time taken in minutes.

- e. **Accuracy:** The number of correct words entered.

Accuracy of content is calculated as: NWPM x 100 / GWPM

**Sample Illustration of the above formula is as follows:**

Candidate A typed a total of 350 words, out of which 342 are correct and 08 are incorrect in 10 minutes. Hence,

Total Typed Words = 350  
Correct Words = 342  
Incorrect Words = 8

Gross Words per Minute (GWPM) =  $350/10 = 35$  words per minute  
Net words per Minute (NWPM) =  $342/10 = \mathbf{34.2}$  words per minute

Accuracy =  $34.2 \times 100 / 35 = \mathbf{97.72\%}$

The University has fixed the category wise cut-off on percentage of errors / mistakes allowed in Typing Skill Test (English / Hindi) in the following manner:

	EWS	SC	ST	OBC	UR	VH	Other - PwBD
Cut-off (% of mistakes)	7%	7%	7%	7%	5%	7%	7%

Mistakes to the extent of the aforesaid percentage of the total words typed will be ignored, and thereafter, for every full or half mistake, the corresponding number of words will be deducted from the total words typed for arriving at the final speed.

\* For the Physically handicapped persons, these instructions provide exemptions as per the O.M. of DoPT, Ministry of Personnel, Public Grievances and Pensions, Govt. of India dated 22nd April 2015 as under: -

**Physically handicapped persons who are otherwise qualified to hold clerical posts and who are certified as being unable to type by the Medical Board attached to Special Employment Exchanges for the Handicapped (or by a Civil Surgeon where there is no such Board) may be exempted from passing the typing test.**

**The term 'physically handicapped persons' does not cover those who are visually handicapped or who are hearing handicapped but covers only those whose physical disability permanently prevents them from typing.**

**NOTE:** Any corrections made by pen or pencil in the printed paper of the typed passage are ignored, and no credit is given to such corrections.

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