

SECTION OFFICER: DIRECT RECRUITMENT EXAMINATION

I. MODE OF SELECTION: The Mode of Selection will be as follows:-

- (i) Candidates fulfilling the minimum eligibility conditions will be considered **provisionally eligible** and they will be called for the Competitive Written Examination.
- (ii) The University shall conduct written tests in two stages (i) an objective type test (Paper-I) carrying 100 marks and (ii) a descriptive type test (Paper-II) carrying 100 marks.
- (iii) The answer scripts of the candidates for the descriptive test shall be evaluated only in respect of those candidates who secure the minimum qualifying marks in Paper-I. The candidates who secure the minimum qualifying marks in Paper-II shall be called for Interview.
- (iv) The merit list of the candidates shall be drawn based on the performance in Paper-I (Objective Type Test) and Paper-II (Descriptive Test) and interview.
- (v) Success in the examination and interview confers no right of appointment unless the University is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects of appointment to the service/post.

II. SCHEME OF EXAMINATION: The examination will consist of a **Competitive Written Examination (Maximum Marks 200)** and **Interview (Maximum Marks 40)**.

Paper	Subject	Maximum Marks	Minimum Qualifying Marks	Duration
Paper-I	General Awareness, General Intelligence & Reasoning	50	40	2 hours
	Quantitative Aptitude	50		
Paper-II	General English	30	50	3 hours
	MZU Act & Statutes, MZU Ordinances	30		
	Manual of Office Procedures	40		
	CCS (Leave) Rules, 1972 and as revised from time to time			
	General Financial Rules, 2017			
CCS (Revised) Pay Rules, 2016				
	Total	200		

INDICATIVE SYLLABUS:

Paper-I (Objective)

General Awareness: Questions in this component will be aimed at testing the candidates' general awareness of the environment around him and its application to society. 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 Mizoram University, Mizoram, North-Eastern States, India and other countries especially pertaining to History, Culture, Geography, Economic Scene, General Polity and scientific research.

General Intelligence & Reasoning: The test will include questions on analogies, similarities and differences, problem solving, analysis, judgment, decision making, visual memory, relationship concepts, verbal and figure classification, arithmetical number series, non-verbal series etc. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship and other analytical functions.

Quantitative Aptitude: The questions will be of Class 10th standard. Computation of whole numbers, decimals, fractions and relationships between numbers, Percentage, Ratio & Proportion, Square roots, Averages, Interest, Profit and Loss, Discount, Time and Distance, Time & Work, Basic algebraic identities, Mensuration, Basic statistics.

Paper-II (Descriptive)

General English: Essay Writing (20 marks) and Precis writing (10 marks)

MZU Acts & Statutes, MZU Ordinances

Manual of Office Procedures, CCS(Leave) Rules 1972 and as revised from time to time, General Financial Rules 2017, CCS(Revised) Pay Rules, 2016

Interview: Candidates who qualify in the Competitive Written Examination will be called for Interview. The Selection Committee at its own discretion shall decide the nature or standard of interview to be conducted by it.

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

- (i) Candidates securing higher marks in the competitive written examination shall be placed higher.
- (ii) Date of Birth, with older candidate placed higher.
- (iii) Alphabetical order in which the names of the candidate appear.

Note:-

1. At any stage of the selection process, the University may specify cut-off qualifying marks higher than the minimum qualifying marks based on the number of vacant posts and the number of candidates qualified as per the minimum standard.
2. The minimum qualifying marks is relaxable at the discretion of the University, if at any stage of the selection process; the University is of the opinion that sufficient number of candidates from the reserved categories are not likely to be available to fill up the vacancy reserved for them.

ASSISTANT: DIRECT RECRUITMENT EXAMINATION

I. MODE OF SELECTION: The Mode of Selection will be as follows:-

- (i) Candidates fulfilling the minimum eligibility conditions will be considered **provisionally eligible** and they will be called for the Competitive Written Examination.
- (ii) The University shall conduct written tests in two stages (i) an objective type test (Paper-I) carrying 100 marks and (ii) a descriptive type test (Paper-II) carrying 100 marks.
- (iii) The answer scripts of the candidates for the descriptive test shall be evaluated only in respect of those candidates who secure the minimum qualifying marks in Paper-I. The candidates who secure the minimum qualifying marks in Paper-II shall be called for the Computer Proficiency Test.
- (iv) The merit list of the candidates shall be drawn based on the performance in Paper-I (Objective Type Test) and Paper-II (Descriptive Test) subject to qualifying in the Computer Proficiency Test.
- (v) Success in the examination and interview confers no right of appointment unless the University is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects of appointment to the service/post.

II. SCHEME OF EXAMINATION: The examination will consist of a **Competitive Written Examination (Maximum Marks 200)** and **Computer Proficiency Test (Maximum Marks 50)**. **The Computer Proficiency Test is of Qualifying nature.**

Paper	Subject	Maximum Marks	Minimum Qualifying Marks	Duration
Paper-I	General Awareness, General Intelligence & Reasoning	50	40	2 hours
	Quantitative Aptitude	50		
Paper-II	General English	30	50	3 hours
	MZU Act & Statutes, MZU Ordinances	30		
	Manual of Office Procedures	40		
	CCS (Leave) Rules, 1972 and as revised from time to time			
	CCS (Revised) Pay Rules, 2016			
	Total	200		

INDICATIVE SYLLABUS:

Paper-I (Objective)

General Awareness: Questions in this component will be aimed at testing the candidates' general awareness of the environment around him and its application to society. 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 Mizoram University, Mizoram, North-Eastern States, India and other countries especially pertaining to History, Culture, Geography, Economic Scene, General Polity and scientific research.

General Intelligence & Reasoning: The test will include questions on analogies, similarities and differences, problem solving, analysis, judgment, decision making, visual memory, relationship concepts, verbal and figure classification, arithmetical number series, non-verbal series etc. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship and other analytical functions.

Quantitative Aptitude: The questions will be of Class 10th standard. Computation of whole numbers, decimals, fractions and relationships between numbers, Percentage, Ratio & Proportion, Square roots, Averages, Interest, Profit and Loss, Discount, Time and Distance, Time & Work, Basic algebraic identities, Mensuration, Basic statistics.

Paper-II (Descriptive)

General English: Essay Writing: 20 marks: Precis Writing: 10 marks

MZU Act & Statutes, MZU Ordinances

Manual of Office Procedures, CCS (Leave) Rules, 1972 and as revised from time to time, CCS (Revised) Pay Rules, 2016

B. Computer Proficiency Test: Candidates who qualify in the Competitive Written Examination will be called for Computer Proficiency Test. Questions will be designed to test the candidate's knowledge of Microsoft Office and Computer Applications for everyday office work including usage of internet.

Subject/Test	Maximum Marks	Minimum Qualifying Marks	Duration
Computer Proficiency Test	50	25	45 minutes

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

- (i) Candidates securing higher marks in Paper-II shall be placed higher.
- (ii) Date of Birth, with older candidate placed higher.
- (iii) Alphabetical order in which the names of the candidate appear.

Note:-

1. At any stage of the selection process, the University may specify cut-off qualifying marks higher than the minimum qualifying marks based on the number of vacant posts and the number of candidates qualified as per the minimum standard.
2. The minimum qualifying marks is relaxable at the discretion of the University, if at any stage of the selection process; the University is of the opinion that sufficient number of candidates from the reserved categories are not likely to be available to fill up the vacancy reserved for them.

LOWER DIVISION CLERK: DIRECT RECRUITMENT EXAMINATION

I. MODE OF SELECTION: The Mode of Selection will be as follows:-

- (i) Candidates fulfilling the minimum eligibility conditions will be considered **provisionally eligible** and they will be called for the Competitive Written Examination.
- (ii) The University shall conduct written tests in two stages (i) an objective type test (Paper-I) carrying 100 marks and (ii) a descriptive type test (Paper-II) carrying 100 marks.
- (iii) The answer scripts of the candidates for the descriptive test shall be evaluated only in respect of those candidates who secure the minimum qualifying marks in Paper-I. The candidates who secure the minimum qualifying marks in Paper-II shall be called for the Computer Proficiency Test and Typing Test.
- (iv) The merit list of the candidates shall be drawn based on the performance in Paper-I (Objective Type Test) and Paper-II (Descriptive Test) subject to qualifying in the Computer Proficiency Test and Typing Test.
- (v) Success in the examination and interview confers no right of appointment unless the University is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects of appointment to the service/post.

II. SCHEME OF EXAMINATION: The examination will consist of a **Competitive Written Examination (Maximum Marks 200), Computer Proficiency Test (Maximum Marks 50) & Typing Test. The Computer Proficiency Test and Typing Test is of Qualifying Nature.**

Paper	Subject	Maximum Marks	Minimum Qualifying Marks	Duration
Paper-I	Quantitative Aptitude	50	40	2 hours
	General Awareness	50		
Paper-II	General English	100	50	3 hours
	Total	200		

INDICATIVE SYLLABUS:

Paper-I (Objective)

Quantitative Aptitude: Number Systems, Fundamental arithmetical operations, Basic algebraic identities and their simple application, Mensuration, Basic statistics.

General Awareness: Questions are designed to test the candidate's general awareness of the environment around him and its application to society. Questions are also designed to test knowledge of current events and of such matters of everyday observations and experience in their scientific aspect as may be expected of an educated person. The test will also include questions relating to

Mizoram University, Mizoram, North-Eastern States, India and other countries especially pertaining to History, Culture, Geography, Economic Scene, General Polity and scientific research.

Paper-II (Descriptive)

General English: Essay Writing: 25 marks, Precis Writing: 15 marks, Letter Writing : 15 Marks, Idioms & Phrases: 15 marks, Expansion of Passages: 15 marks, Comprehension of given passage: 15 marks

Computer Proficiency Test & Typing Test:

Computer Proficiency Test & Typing Test will be conducted for those candidates who secure at least the minimum qualifying marks in the Competitive Written Examination.

Typing Test: It will be conducted in English to be administered on the Computer using Microsoft Word. The speed requirement is 35 w.p.m. 35 w.p.m. corresponds to 10500 key depressions per hour. The speed will be adjudged on the accuracy of typing on the Computer of a given text passage in 10 minutes.

Passage Dictators will be provided to each of VH candidates for the Typewriting test. The Passage Dictators will read out the passage to the VH candidates within the allotted time period.

Computer Proficiency Test: The Computer Proficiency Test is of **qualifying nature**. Candidates' proficiency with **Microsoft Office** in everyday office work will be tested, as shown below:

Subject/Test	Maximum Marks	Minimum Qualifying Marks	Duration
Computer Proficiency Test	50	25	45 minutes

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

- (i) Candidates securing higher marks in Paper-II shall be placed higher.
- (ii) Date of Birth, with older candidate placed higher.
- (iii) Alphabetical order in which the names of the candidate appear.

Note:-

1. At any stage of the selection process, the University may specify cut-off qualifying marks higher than the minimum qualifying marks based on the number of vacant posts and the number of candidates qualified as per the minimum standard.
2. The minimum qualifying marks is relaxable at the discretion of the University, if at any stage of the selection process; the University is of the opinion that sufficient number of candidates from the reserved categories are not likely to be available to fill up the vacancy reserved for them.

PRIVATE SECRETARY: DIRECT RECRUITMENT

I. MODE OF SELECTION: The Mode of Selection will be as follows:-

- (i) Candidates fulfilling the minimum eligibility conditions will be considered **provisionally eligible** and they will be called for the Competitive Written Examination.
- (ii) The University shall conduct written tests in two stages (i) an objective type test (Paper-I) carrying 100 marks and (ii) a descriptive type test (Paper-II) carrying 100 marks.
- (iii) The answer scripts of the candidates for the descriptive test shall be evaluated only in respect of those candidates who secure the minimum qualifying marks in Paper-I. The candidates who secure the minimum qualifying marks in Paper-II shall be called for Stenography Test and Interview, subject to qualifying in the Stenography Test.
- (iv) The merit list of the candidates shall be drawn based on the performance in Paper-I (Objective Type Test), Paper-II (Descriptive Test) and Interview.
- (v) Success in the examination and interview confers no right of appointment unless the University is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects of appointment to the service/post.

II. SCHEME OF EXAMINATION: The examination will consist of a **Competitive Written Examination (Maximum Marks 200)**, **Stenography Test** and **Interview (Maximum Marks 40)**. **The Stenography Test is of Qualifying Nature)**

Paper	Subject	Maximum Marks	Minimum Qualifying Marks	Duration
Paper-I	General Awareness, General Intelligence & Reasoning	100	40	2 hours
Paper-II	General English	100	50	3 hours
	Total	200		

INDICATIVE SYLLABUS:

Paper-I (Objective)

General Awareness: Questions in this component will be aimed at testing the candidates' general awareness of the environment around him and its application to society. 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 Mizoram University, Mizoram, North-Eastern States, India and other countries especially pertaining to History, Culture, Geography, Economic Scene, General Polity and scientific research.

General Intelligence & Reasoning: The test will include questions on analogies, similarities and differences, problem solving, analysis, judgment, decision making, visual memory, relationship

concepts, verbal and figure classification, arithmetical number series, non-verbal series etc. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship and other analytical functions.

Paper-II (Descriptive)

General English: Essay Writing: 25 marks, Precis Writing: 15 marks, Letter Writing : 15 Marks, Idioms & Phrases: 15 marks, Expansion of Passages: 15 marks, Comprehension of given passage: 15 marks

Stenography test: Candidates who qualify in the Competitive Written Examination will be called for the Stenography test.

Category of candidate	Dictation		Time for transcription	Typing Speed
	Speed	Duration		
General candidate	120 w.p.m.in English or 100 w.p.m in Hindi	10 minutes	50 minutes(English) / 60 minutes (Hindi)	35 w.p.m. in English or 30 w.p.m. in Hindi

Note:-

1. The matter will have to be transcribed on computer only.
2. There is no exemption from Skill Test for any category of candidates.
3. The transcription time is including time for reconciliation.
4. The University may reduce the minimum qualifying marks to fill up the reserved post if there are no adequate candidates from the reserved category qualified as per the normal standard.

Interview: Candidates who qualify in the Stenography test will be called for Interview. The Selection Committee at its own discretion shall decide the nature or standard of interview to be conducted by it.

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

- (i) Candidates securing higher marks in the competitive written examination shall be placed higher.
- (ii) Date of Birth, with older candidate placed higher.
- (iii) Alphabetical order in which the names of the candidate appear.

Note:-

1. At any stage of the selection process, the University may specify cut-off qualifying marks higher than the minimum qualifying marks based on the number of vacant posts and the number of candidates qualified as per the minimum standard.
2. The minimum qualifying marks is relaxable at the discretion of the University, if at any stage of the selection process; the University is of the opinion that sufficient number of candidates from the reserved categories are not likely to be available to fill up the vacancy reserved for them.

SECURITY INSPECTOR: DIRECT RECRUITMENT EXAMINATION

I. MODE OF SELECTION: The Mode of Selection will be as follows:-

- (i) Candidates fulfilling the minimum eligibility conditions will be considered **provisionally eligible** and they will be called for the Competitive Written Examination.
- (ii) The University shall conduct written tests in two stages (i) an objective type test (Paper-I) carrying 100 marks and (ii) a descriptive type test (Paper-II) carrying 100 marks.
- (iii) The answer scripts of the candidates for the descriptive test shall be evaluated only in respect of those candidates who secure the minimum qualifying marks in Paper-I.
- (iv) The merit list of the candidates shall be drawn based on the performance in Paper-I (Objective Type Test) and Paper-II (Descriptive Test).
- (v) Success in the examination and interview confers no right of appointment unless the University is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects of appointment to the service/post.

II. Physical Efficiency Test (PET)/ Physical Standard Test (PST) and Medical Standard Test: Notwithstanding *Clause I(i)* above, a Physical Efficiency Test(PET)/ Physical Standard Test (PST) and Medical Standard Test which is of qualifying nature will be conducted for the post. Candidates who qualify in the tests shall be declared qualified for Competitive Written Examination.

III. SCHEME OF EXAMINATION: The examination will consist of a **Competitive Written Examination (Maximum Marks 200).**

Paper	Subject	Maximum Marks	Minimum Qualifying Marks	Duration
Paper-I	Quantitative Aptitude	50	40	2 hours
	General Awareness	50		
Paper-II	General English	100	50	3 hours
	Total	200		

INDICATIVE SYLLABUS:

Paper-I (Objective)

Quantitative Aptitude: Number Systems, Fundamental arithmetical operations, fractions and relationships between numbers, Percentage, Ratio and Proportion, Square roots, Averages, Interest, Profit & Loss, Discount, Time and distance, Time & work, Heights and Distances.

General Awareness: Questions are designed to test the candidate's general awareness of the environment around him and its application to society. Questions are also designed to test knowledge of current events and of such matters of everyday observations and experience in their scientific

aspect as may be expected of an educated person. The test will also include questions relating to Mizoram University, Mizoram, North-Eastern States and India especially pertaining to History, Culture, Geography, Economic Scene, General Polity and scientific research.

Paper-II (Descriptive)

General English: Essay Writing: 25 marks, Precis Writing: 15 marks, Letter Writing : 15 Marks, Idioms & Phrases: 15 marks, Expansion of Passages: 15 marks, Comprehension of given passage: 15 marks

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

- (i) Candidates securing higher marks in Paper-II shall be placed higher.
- (ii) Date of Birth, with older candidate placed higher.
- (iii) Alphabetical order in which the names of the candidate appear.

Note:-

1. At any stage of the selection process, the University may specify cut-off qualifying marks higher than the minimum qualifying marks based on the number of vacant posts and the number of candidates qualified as per the minimum standard.
2. The minimum qualifying marks is relaxable at the discretion of the University, if at any stage of the selection process; the University is of the opinion that sufficient number of candidates from the reserved categories are not likely to be available to fill up the vacancy reserved for them.

Physical Efficiency Test (PET) / Physical Standard Test (PST) for Security Inspector

A. Physical Standards:

Category of candidates	Height (in cms)	Chest (in cms)	
		Unexpanded	Expanded
For male candidates			
General candidate	170	80	85
For candidates belonging to Hill areas of Garhwal, Kumaon, Himachal Pradesh, Gorkhas, Dogras, Marathas, Kashmir Valley, Leh&Ladakh regions of J&K, North-Eastern States and Sikkim	165	80	85
For Scheduled Tribe candidates	162.5	77	82
For Female candidates			
General candidate	157	Not applicable	-
For candidates belonging to Hill areas of Garhwal, Kumaon, Himachal Pradesh, Gorkhas, Dogras, Marathas, Kashmir Valley, Leh&Ladakh regions of J&K, North-Eastern States and Sikkim	155	Not applicable	-
For Scheduled Tribe candidates	154	Not applicable	-

Physical Efficiency Test (PET):

For male candidates only

- a) 100 meters race in 16 seconds
- b) 1.6 Kms race in 6.5 minutes
- c) Long Jump: 3.65 metres in 3 chances
- d) High Jump: 1.2 metres in 3 chances

For female candidates only

- a) 100 metres race in 18 seconds
- b) 800 metres race in 4 minutes
- c) Long Jump: 2.7 metres (9 feet) in 3 chances.
- d) High Jump: 0.9 metres (3 feet) in 3 chances.

B. Medical Standards:

The minimum distant vision should be 6/6 and 6/9 of two eyes without correction i.e. without wearing of glasses.

The candidate must not have knock knee, flat foot, varicose vein or squint in eyes and they should possess high colour vision.

They must be in good mental and bodily health and free from any physical defect likely to interfere with the efficient performance of the duties.

Note:

1. There shall be no minimum requirement of chest measurement for Female candidates.
2. Relaxation in height and chest (as the case may be) as mentioned above will be permissible only on production of certificate in the prescribed proforma from the competent authorities of the District where they ordinarily reside.
3. PET will not carry any marks but will be of qualifying nature.
4. Ex-Servicemen applying for the posts are not required to undergo PET.

However, all Ex-Servicemen are required to pass the written test and fulfill the prescribed physical standards and medical standards.

5. The candidature of female candidates who are pregnant at the time of PET will be rejected as they cannot undergo PET.
6. The candidates who qualify in the PET will be medically examined by the Medical Officer of Mizoram University **AND/OR** any other recognized Medical Officer as decided by the University for this purpose.

FORM OF CERTIFICATE TO BE SUBMITTED BY THOSE CANDIDATES WHO INTEND TO AVAIL RELAXATION IN HEIGHT OR CHEST MEASUREMENT

Certified that Shri/Smt/Kum _____ s/d/o Shri _____ is a permanent resident of village _____, Tehsil/Taluka _____ District _____ of _____ State.

It is further certified that:

* Residents of entire area mentioned above are considered as _____ (Garhwali, Kumaoni, Dogras, Marathas, Sikkimese) for relaxation in height measurement for recruitment in the para military forces of the Union of India.

* he / she belongs to Himachal Pradesh / Leh and Ladakh / Kashmir Valley / North-Eastern States which is considered for relaxation in height measurement for recruitment in the para military forces of Union of India.

Signature
District Magistrate / Sub-Division Magistrate / Tehsildar

Date:
Place:

COACH: DIRECT RECRUITMENT EXAMINATION

I. MODE OF SELECTION: The Mode of Selection will be as follows:-

- (i) Candidates fulfilling the minimum eligibility conditions will be considered **provisionally eligible** and they will be called for the Competitive Written Examination.
- (ii) The University shall conduct written tests in two stages (i) an objective type test (Paper-I) carrying 100 marks and (ii) a descriptive type test (Paper-II) carrying 100 marks.
- (iii) The answer scripts of the candidates for the descriptive test shall be evaluated only in respect of those candidates who secure the minimum qualifying marks in Paper-I.
- (iv) The merit list of the candidates shall be drawn based on the performance in Paper-I (Objective Type Test) and Paper-II (Descriptive Test).
- (v) Success in the examination and interview confers no right of appointment unless the University is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects of appointment to the service/post.

II. SCHEME OF EXAMINATION: The examination will consist of a **Competitive Written Examination (Maximum Marks 200)**.

Paper	Subject	Maximum Marks	Minimum Qualifying Marks	Duration
Paper-I	General English	50	40	2 hours
	General Awareness, General Intelligence & Reasoning	50		
Paper-II	Badminton	100	50	3 hours
	Total	200		

INDICATIVE SYLLABUS:

PAPER-I (Objective):

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, prepositions, 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.

GENERAL AWARENESS: Questions in this component will be aimed at testing the candidates' general awareness of the environment around him and its application to society. 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 Mizoram University, Mizoram, North-Eastern States, India and other

countries especially pertaining to History, Culture, Geography, Economic Scene, General Polity and scientific research.

GENERAL INTELLIGENCE & REASONING: The test will include questions on analogies, similarities and differences, problem solving, analysis, judgment, decision making, visual memory, relationship concepts, verbal and figure classification, arithmetical number series, non-verbal series etc. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship and other analytic functions.

PAPER-II (Descriptive):

BADMINTON:

History, Development and Organizations-India, Asia and World, Structure and Functions of controlling bodies, Terminology, Facilities and Equipment Management, Organisation of championship, tournaments and competition at different levels, Laws of Badminton.

Methods of teaching and coaching Planning, Class organization, Class Management, Class control, Requisites of a Coach, Requisites of a Elite Badminton Player-Methods and procedure followed for selection of players for high performance (Elite player).

Demand profiles of Badminton player for high performance, Importance of warming-up General and specific for Badminton, Fundamental techniques and their development, Development of Basic Skills, Application of Major Basic Techniques to Tactics, Means and Methods used for training skills, Systems of play for singles game, Systems of play for doubles game, System of play for mixed doubles game.

Development of players with tactical idea - teaching and training of tactics, Contents, methods and criteria in initial selection of Badminton players, Peculiarities of training of children/age group (under 10,13,16,19 and above), Training characteristics and training arrangements of elite Badminton players, Application and variation of techniques and tactics of elite Badminton players.

Common Injuries and their Management, Motor Abilities, Development and demonstration of teaching abilities and improving personal performance, Pedagogic practice (Guidance to players), Development and training of various styles, Introductions and Guidelines for coach during competition, Working out training plan in phases of ail-round improvement, Regulation and control of pre-competition conditioning of elite Badminton players, Training of women (Special features).

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

- (i) Candidates securing higher marks in Paper-II shall be placed higher.
- (ii) Date of Birth, with older candidate placed higher.
- (iii) Alphabetical order in which the names of the candidate appear.

Note:-

1. At any stage of the selection process, the University may specify cut-off qualifying marks higher than the minimum qualifying marks based on the number of vacant posts and the number of candidates qualified as per the minimum standard.
2. The minimum qualifying marks is relaxable at the discretion of the University, if at any stage of the selection process; the University is of the opinion that sufficient number of candidates from the reserved categories are not likely to be available to fill up the vacancy reserved for them.

JUNIOR TRANSLATOR OFFICER: DIRECT RECRUITMENT EXAMINATION

I. MODE OF SELECTION: The Mode of Selection will be as follows:-

- (i) Candidates fulfilling the minimum eligibility conditions will be considered **provisionally eligible** and they will be called for the Competitive Written Examination.
- (ii) The University shall conduct written tests in two stages (i) an objective type test (Paper-I) carrying 100 marks and (ii) a descriptive type test (Paper-II) carrying 100 marks.
- (iii) The answer scripts of the candidates for the descriptive test shall be evaluated only in respect of those candidates who secure the minimum qualifying marks in Paper-I.
- (iv) The merit list of the candidates shall be drawn based on the performance in Paper-I (Objective Type Test) and Paper-II (Descriptive Test).
- (v) Success in the examination and interview confers no right of appointment unless the University is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects of appointment to the service/post.

II. SCHEME OF EXAMINATION: The examination will consist of a **Competitive Written Examination (Maximum Marks 200)**.

Paper	Subject	Maximum Marks	Minimum Qualifying Marks	Duration
Paper-I	General Hindi	50	40	2 hours
	General English	50		
Paper-II	Translation and Essay	100	50	3 hours
	Total	200		

Paper-I (Objective): General Hindi: General English:

Questions in this component will be designed to test the candidate's understanding and knowledge of Hindi & English Languages and will be based on error recognition, fill in the blanks (using verbs, preposition, articles etc.), vocabulary, spellings, grammar, sentence structure, synonyms, antonyms, sentence completion, correct use of words, phrases and idioms, ability to write language correctly, precisely and effectively.

Paper-II (Descriptive): Translation and Essay

The paper will contain two passages for translation-one passage for translation from Hindi to English and one passage for translation from English to Hindi, and an Essay each in Hindi & English separately which will test the candidates' translation skills and their ability to write as well as comprehend the two languages correctly, precisely and effectively.

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

- (i) Candidates securing higher marks in Paper-II shall be placed higher.
- (ii) Date of Birth, with older candidate placed higher.
- (iii) Alphabetical order in which the names of the candidate appear.

Note:-

1. At any stage of the selection process, the University may specify cut-off qualifying marks higher than the minimum qualifying marks based on the number of vacant posts and the number of candidates qualified as per the minimum standard.
2. The minimum qualifying marks is relaxable at the discretion of the University, if at any stage of the selection process; the University is of the opinion that sufficient number of candidates from the reserved categories are not likely to be available to fill up the vacancy reserved for them.

STENOGRAPHER: DIRECT RECRUITMENT

I. MODE OF SELECTION: The Mode of Selection will be as follows:-

- (i) Candidates fulfilling the minimum eligibility conditions will be considered **provisionally eligible** and they will be called for the Competitive Written Examination.
- (ii) The University shall conduct written tests in two stages (i) an objective type test (Paper-I) carrying 100 marks and (ii) a descriptive type test (Paper-II) carrying 100 marks.
- (iii) The answer scripts of the candidates for the descriptive test shall be evaluated only in respect of those candidates who secure the minimum qualifying marks in Paper-I. The candidates who secure the minimum qualifying marks in Paper-II shall be called for the Stenography Test.
- (iv) The merit list of the candidates shall be drawn based on the performance in Paper-I (Objective Type Test) and Paper-II (Descriptive Test) subject to qualifying in the Stenography Test.
- (v) Success in the examination and interview confers no right of appointment unless the University is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects of appointment to the service/post.

II. SCHEME OF EXAMINATION: The examination will consist of a **Competitive Written Examination (Maximum Marks 200)** and **Stenography Test (Maximum Marks 50)**. The **Stenography Test is of Qualifying nature**.

Paper	Subject	Maximum Marks	Minimum Qualifying Marks	Duration
Paper-I	General Awareness, General Intelligence & Reasoning	100	40	2 hours
Paper-II	General English	100	50	3 hours
	Total	200		

INDICATIVE SYLLABUS:

Paper-I (Objective)

General Awareness: Questions in this component will be aimed at testing the candidates' general awareness of the environment around him and its application to society. 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 Mizoram University, Mizoram, North-Eastern States, India and other countries especially pertaining to History, Culture, Geography, Economic Scene, General Polity and scientific research.

General Intelligence & Reasoning: The test will include questions on analogies, similarities and differences, problem solving, analysis, judgment, decision making, visual memory, relationship

concepts, verbal and figure classification, arithmetical number series, non-verbal series etc. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship and other analytical functions.

Paper-II (Descriptive):

General English: Essay Writing: 25 marks, Precis Writing: 15 marks, Letter Writing : 15 Marks, Idioms & Phrases: 15 marks, Expansion of Passages: 15 marks, Comprehension of given passage: 15 marks

B. Stenography test: Stenography test is of **qualifying nature**. Candidates who qualify in the Competitive Written Examination will be called for the Stenography test.

Category of candidate	Dictation		Time for transcription	Typing Speed
	Speed	Duration		
General candidate	80 w.p.m.	10 minutes	50 minutes in English or 65 minutes in Hindi	35 w.p.m in English or 30 w.p.m. in Hindi

Note:-

1. The matter will have to be transcribed on computer only.
2. There is no exemption from Skill Test for any category of candidates.
3. The transcription time is including time for reconciliation.
4. The University may reduce the qualifying standard to fill up post reserved for various categories only if there are no adequate candidates from the reserved category for which the post is reserved.

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

- (i) Candidates securing higher marks in Paper-II shall be placed higher.
- (ii) Date of Birth, with older candidate placed higher.
- (iii) Alphabetical order in which the names of the candidate appear.

Note:-

1. At any stage of the selection process, the University may specify cut-off qualifying marks higher than the minimum qualifying marks based on the number of vacant posts and the number of candidates qualified as per the minimum standard.
2. The minimum qualifying marks is relaxable at the discretion of the University, if at any stage of the selection process; the University is of the opinion that sufficient number of candidates from the reserved categories are not likely to be available to fill up the vacancy reserved for them.

COMMON SYLLABUS OF DIRECT RECRUITMENT EXAMINATION FOR THE POST OF LIBRARY ATTENDANT, DRESSER, MULTI-TASKING STAFF, LABORATORY ATTENDANT, KITCHEN ATTENDANT, BUS CONDUCTOR, CARPENTER, PLUMBER, COOK, DRIVER, DESPATCH RIDER

I. MODE OF SELECTION: The Mode of Selection will be as follows:-

- (i) Candidates fulfilling the minimum eligibility conditions will be considered **provisionally eligible** and they will be called for the Competitive Written Examination.
- (ii) The University shall conduct a written test – an Objective type test carrying 150 marks.
- (iii) Success in the examination and interview confers no right of appointment unless the University is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects of appointment to the service/post.

II. TRADE TEST: Notwithstanding *Clause I(i)* above, a Trade Test carrying 50 marks which is of qualifying nature will be conducted for the posts of Driver. Candidates securing 25 marks and above shall be declared qualified for the competitive written examination.

III. SCHEME OF EXAMINATION: The examination will consist of a **Competitive Written Examination (Maximum Marks 150)**.

Part	Subject	Maximum Marks	Minimum Qualifying Marks	Duration
Part-A	Numerical Aptitude/ General Intelligence	50	60	2 hours
Part-B	General Awareness	50		
Part-C	General English	50		
	Total	150		

INDICATIVE SYLLABUS:

Questions on Numerical Aptitude and General English will be simple, of a level that an average matriculate will be in a position to answer comfortably. Questions on General Awareness will be also of similar standard. Questions on General Intelligence will be non-verbal considering the functions attached to the post.

Paper-I (Objective)

A. Numerical Aptitude: This paper will include questions on problems relating to Number Systems, Computation of Whole Numbers, Decimals and Fractions, Fundamental arithmetical operations, Percentages, Ratio and Proportion, Averages, Interest, Profit and Loss.

General Intelligence: It would include questions of non-verbal type. The test will include questions on similarities and differences, problem solving, analysis, judgment, decision making, relationship concepts, arithmetical number series, non-verbal series. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions.

B. General Awareness: Questions will be designed to test the ability of the candidate's general awareness of the environment around him and its application to society. Questions will 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 of an educated person. The test will include questions relating to Mizoram University and Mizoram especially pertaining to Sports, History, Culture, Geography, Economic scene and General Polity. These questions will be such that they do not require a special study of any discipline.

C. General English: Candidates' understanding of the Basics of English Language, its vocabulary, grammar, sentence structure.

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

- (i) Candidates securing higher marks in Part-A shall be placed higher.
- (ii) Candidates securing higher marks in Part-B shall be placed higher.
- (iii) Date of Birth, with older candidate placed higher.
- (iv) Alphabetical order in which the names of the candidate appear.

Note:-

1. At any stage of the selection process, the University may specify cut-off qualifying marks higher than the minimum qualifying marks based on the number of vacant posts and the number of candidates qualified as per the minimum standard.
2. The minimum qualifying marks is relaxable at the discretion of the University, if at any stage of the selection process; the University is of the opinion that sufficient number of candidates from the reserved categories are not likely to be available to fill up the vacancy reserved for them.

A. STAFF CAR DRIVERS: SCHEME OF TRADE TEST

I. Appointment to Entry Grade of Staff Car Drivers

1. Must be able to read English Numerals and figures.
2. Must have good knowledge of Traffic Regulation.

TEST

- (a) Driving test and practical test based on the above.

II. Appointment to Grade-II of Staff Car Drivers

1. Must be able to read English Numerals and figures.
2. Must have good knowledge of Traffic Regulation.
3. Must be able to locate faults and carry out minor running repairs.
4. Must be able to change wheels and correctly inflate tyres.

TEST

- (a) Practical test based on the above.

III. Appointment to Grade-I of Staff Car Drivers

1. Must be able to read English Numerals and figures.
2. Must have a thorough knowledge of Traffic Regulation.
3. Must have good knowledge of Petrol & Diesel Engine working and be able to locate faults and rectify minor running defects.
4. Must be able to clear carburetor/injector, plug etc.

TEST

- (a) Practical test based on the above.

B. DESPATCH RIDER: SCHEME OF TRADE TEST

1. Must be able to read English and Mizo/Hindi Numerals and figures.
2. Must have a thorough knowledge of Traffic Regulation.
3. Knowledge of Motor-cycle mechanism and be able to locate faults and rectify minor running defects.

TEST

- (a) Practical test based on the above.