HPU Non Teaching Staff Syllabus - Topic Wise

General Knowledge

- Awards
- Authors
- Flower
- Defense
- Culture
- Religion
- Languages
- Capitals
- Wars and
- Neighbors
- Current Affairs
- History
- Anthem
- Important National Facts
- Heritage and Arts
- Dance
- Currencies
- Bird
- Animal
- Abbreviations
- Discoveries
- Diseases and Nutrition
- Song
- Flag
- Monuments
- Personalities
- Freedom Movement
- Championships
- Winners
- Terms
- Common Names
- Full forms
- Soil
- Rivers
- Mountains
- Ports
- Inland Harbours
- Number of Players
- Culture
- Religion
- Dance
- Heritage and Arts

General English

- Idioms and Phrases
- Sentence Improvement
- Synonyms
- Sentence Arrangement
- Substitution
- Prepositions
- Antonyms
- Fill in the blanks
- Passage Completion
- Spotting Errors
- Substitution
- Sentence
- Active and Passive Voice
- Completion
- Spelling Test
- Error Correction (Underlined Part)
- Transformation
- Para Completion
- Joining Sentences
- Error Correction (Phrase in Bold)

General Hindi

- प्रत्यय
- समास
- उपसर्ग और प्रत्यय
- विपरीतार्थक शब्द
- संधि तथा संधि-विच्छेद
- अनेकार्थक शब्द
- वाक्यों का वर्गीकरण (सरल, मिश्र तथा संयुक्त)
- संज्ञा से अव्यय तक
- समास
- शुद्ध-अशुद्ध (शब्द शुद्धि, वाक्य शुद्धि)
- भिन्नार्थक शब्द
- वाक्यांश के लिए एक शब्द
- संज्ञा, सर्वनाम और विशेषण आदी की मूलभूत समझ और इनके भेदों का ज्ञान
- हिंदी भाषा का मूलभूत ज्ञान (स्वर, व्यंजन, रस)
- मुहावरे और लोकोक्तियाँ

- अनेक शब्दों के लिए एक शब्द

- उचित शब्द से दिए गए रिक्त स्थान की पूर्ती

- पर्यायवाची शब्द, विलोम शब्द, शब्द युग्म, लिंग परिवर्तन, वचन परिवर्तन आदी

- वर्ण, वर्तनी और उच्चारण

- वाक्य-क्रम व्यवस्थापन

- रचना भाषा एवं व्याकरण

- दिए गए वाक्यांशों को सही क्रम में व्यवस्थित करके एक अर्थपूर्ण वाक्य बनाना

- उच्चारण स्थान

- रिक्त स्थानों की पूर्ति

- पर्यायवाची शब्द

- वर्तनी सम्बन्धी अशुद्धियाँ

- मुहावरे

- उपसर्ग

Logical & Numerical Reasoning

- Analogy
- Series Completion
- Verification of truth of the Statement
- Situation Reaction Test
- Direction Sense Test
- Classification
- Data Sufficiency
- Alpha-Numeric Sequence Puzzle
- Puzzle Test
- Blood Relations
- Coding-Decoding
- Assertion and Reasoning
- Arithmetical Reasoning
- Operations of Mathematics
- Venn Diagrams
- Word Sequence
- Missing Characters
- Sequential Output training
- Directions
- Test on Alphabets
- Eligibility Test
- Dot Situation
- Identical figure groupings
- Forming figures and analysis

- Construction of Squares and Triangles
- Series
- Analytical Reasoning
- Paper Folding
- Paper Cutting
- Cubes and Dice
- Water Images
- Mirror Images
- Figure Matrix
- Completion Incomplete Pattern
- Spotting embedded figures
- Classification
- Rules Detection

Computer Knowledge Topics

- MS Word, Microsoft OneNote
- Microsoft Access
- Introduction to Computer Science
- Boolean Algebra
- Computer Networks
- Emerging Technologies and Web Publishing
- PC Software and Office Automation
- Database Management System
- Data Structures
- MS PowerPoint
- MS Visio and MS Excel
- Microsoft Outlook
- The Internet
- Workplace Productivity Tools
- MS Project, Microsoft Publisher

Selection Process

1. The Selection process for the posts category 'B' mentioned at Sr. No. **1 to 3** shall be the same as prescribed by the UGC vide Regulation 2018 adopted by University vide Notification No. 3-5/78HPU(Genl.) Vol. VIII dated 19-01-2019 and 21-11-2019.

2. **SELECTION PROCESS** for the post(s) of category 'B' at Sr. No. **4 to 9**:-

(i) **Scheme of Examination:**

Sr. No.	Process of Selection	Marks
(i)	Objective type written test in General Knowledge	40 marks
	Subject aptitude test (SAT) in the concerned field and as per requirement of the post(s)	100 marks
(iii)	Interview/ Personality test	60 marks
	Total	200 marks

(ii) **Syllabus For Written Objective Type Examination:**

Sr. No.	Syllabus	No of Questions	Marks
1.	General Knowledge (GK of Himachal Pradesh, India and International GK, the division of marks shall be 20,10,10 respectively)	40	40
2.	Subject aptitude test (SAT)	100	100
3.	Personality test/ Interview	-	60
	Total	140	200

> The Written Test Examination will be of **two and half hours** duration.
> The candidate's qualified written test will be called for interview/ personality test in the ratio of 1:6+3 for each additional post.

3. **SELECTION PROCESS** for the post(s) of category 'C' at Sr. No. **10 to 23**:-

(i) **Scheme of Examination:**

Sr. No.	Process of Selection	Marks	Remarks
(iii)	Written objective type examination	85 marks	> The applicants belonging to disabled categories with disability of 40% or more are allowed extra time of minimum one hour for examination of three hours duration i.e. 20 minute per hour. In case of visually impaired applicants making request for the scribes, he/she will have to submit a written request for the same to the Central Superintendent immediately after receipt/ uploaded of her/his Roll Number.
(ii)	Typing/ Skill Test	Qualifying Nature	> **For the post of Junior Office Assistant (IT)only:** Visually impaired persons selected/recruited under 1% quota will be exempted from acquiring Diploma in Computer Science/ Computer Application/ Information Technology and passing of typing test instead they shall be imparted necessary basic training including computer training course by the University through Composite Regional Centre (CRC), Sundernagar or National Institute for the Visually Handicapped (NIVH),

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			Dehradun or Composite Training Centre (CTC), Ludhiana. They shall have to complete the above training for which three chances will be afforded. If the incumbent fails to qualify the same his/her services shall be terminated. Further differently abled persons who are otherwise qualified to hold clerical post as certified being unable to type, by the Medical Board, may be exempted from passing the typing test. **Explanation:-** The term, "differently abled persons" does not cover visually impaired persons or persons who are hearing impaired but cover only those whose physical disability/deformity permanently prevents them from typing. The above criteria for grant of exemption from passing the typing test shall also be applicable to the Skill Test Norms on Computers. ➤ **For the post of Clerks only:** Provided that visually impaired persons recruited under 1% quota may be imparted necessary basic training including computer training by the Department concerned through Composite Regional Centre (CRC), Sundernagar instead of passing typing test. They shall have to complete the above training during which three chances will be afforded. If the incumbents fail to qualify the same his/her service may be terminated.
(iii)	Evaluation of documents	15 marks	As determined by the State Govt. of Himachal Pradesh vide its Notification No. Per (AP.B)B(15)-5/2014 dated 17-04-2017 and adopted by the University vide Notification No. 3-38/96-HPU(Genl.)Vol. III Dated 07-09-2017 and 3-1/78-HPU(Genl.) Vol. XXI Dated 13-12-2019.
	Total	**100 marks**	

(ii) **Syllabus For Written Objective Type Examination:**

Objective type screening test consisting of 85 Multiple Choice Questions of 85 marks (each questions will be 1mark each) as under:-

Sr. No.	Syllabus	No of Questions	Marks	Remarks
1.	General English	20	20	The examination for the post(s) mentioned at sr. no. 10,11,12,14 and 15 shall be of Graduation standard, for the post(s) mentioned at sr. no. 16 to 20 shall be of 10+2 standard and for the post(s) mentioned at sr. no. 21 to 23 shall be of 10th standard.
2.	General Hindi	20	20	
3.	General Knowledge including General Knowledge of Himachal Pradesh, Current Affairs, Everyday Science and Social Science	25	25	
4	Logical, Numerical reasoning and Technical knowledge as per the requirement of posts concerned.	20	20	
	Total	**85**	**85**	

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The scheme of examination for the post JOA(IT) at Sr. No.13 shall be as under:

1	General Knowledge including General Knowledge of Himachal Pradesh, Current Affairs, Everyday Science and Social Science	25	25	The examination for the post(s) mentioned at sr. no. 13 shall be of 10+2 standards.
2	Knowledge of Computer / Computer Application/ Information Technology/ Information Technology Enabled Sectors(ITES)/ Information Practices(IP) etc.	60	60	
	Total	**85**	**85**	

> The Written Test Examination will be of **One & half hours** duration.
> Applicants in the ratio of 20 times of total number of posts (category wise) will be declared qualified in the written Objective type screening test(MCQ) and will be called for typing/ Skill test, wherever required and thereafter the candidates who qualify typing/ Skill test, such qualified candidates will be called for evaluation of documents in the ratio of 1:3. The final selection will be based on the parameters devised by the Department of Personnel, Govt. of HP vide Notification No. Per (AP.B)B(15)-5/2014 dated 17 April, 2017.

(iii) Evaluation of documentation is based on the parameters devised by the Department of Personnel for **category-C** post(s) mentioned at sr. no. **10 to 23** shall be as determined by the Department of Personnel, Govt. of HP vide Notification No. Per (AP.B)B(15)-5/2014 dated 17 April, 2017as under:-

Sr. No.	Detail of Criteria of 15 marks	Maximum Marks
i	Weightage for the minimum educational qualification, professional educational qualifications (for Technical posts) as per the Recruitment & Promotion Rules. (Percentage of marks obtained in the educational qualification would be multiplied by 0.025, For example, an individual has secured 50 % marks in the required educational qualifications, he /she will be allowed 1.25 marks (50 X0.025 = 1.25)	2.5 (two and half)
ii	Belonging to notified Backward Area or Panchayat, as the case may be.	1 (one)
iii	Land less family / family having land less than 1 Hectare to be certified by the concerned Revenue Authority.	1(one)
iv	Non-employment Certificate to the effect that none of the family members is in Government/Semi Government.	1(one)
v	Differently abled persons with more than 40% impairment / disability / infirmity.	1(one)
vi	NSS (at least one year) certificate holders in NCC /The Bharat Scout and Guide. Medal winner in National level sports competitions.	1(one)
vii	BPL family having family annual income (from all sources) below Rs. 40,000/- or as prescribed by the Govt. from time to time.	2(two)
viii	Widow /divorced/destitute /single woman.	1(one)
ix	Single daughter/Orphan.	1(one)
x	Training of at least 6 months duration related to the post applied for from a recognized University/ Institution.	1(one)
xi	Experience up to a maximum of 5 years in Govt./ semi-Govt. organization relating to the post applied for (0.5 mark only for each completed year).	2.5 (two and half)
	Total	**15 Fifteen)**

4. Criteria for evaluation of 100 marks for selection of category-D post(s) (mentioned at Sr. No. **24 to 29**) shall be as per the instructions determined by the Department of Personnel, Govt. of HP vide Notification No. Per (AP.B)B(15)-5/2014 dated 17 April, 2017 as under:-

Sr. No.	Detail of Criteria of 100 marks	Marks
1.	Percentage of marks obtained in qualifying examination to be calculated out of 85. (For example, a candidate getting 50% marks in Matric will be given 42.5 marks.)	85 (Eighty Five)
2.	Belonging to notified Backward Area or Panchayat, as the case may be.	1(One)
3.	Land Less family/family having land less than 1 Hectare to be certified by the concerned Revenue Authority.	2 (two)
4.	Non-employment Certificate to the effect that none of the family members is in Government/ Semi Government	2.5(Two & half)
5.	Differently abled persons with more than 40% permanent impairment / disability / infirmity.	1(One)
6.	NSS (atleast one year) certificate holders in NCC/ The Bharat Scout and Guide. Medal winner in National level sports competitions.	1(one)
7.	BPL family having family annual income (from all sources) below Rs. 40,000/- or as prescribed by the Govt. from time to time.	2.5 (Two& half)
8.	Widow/ divorced/ destitute/ single woman	1.5 (One& half)
9.	Single daughter/ Orphan	1(one)
10.	Experience up to a maximum of 5 years in Govt. /semi-Govt. Organization relating to the post applied for (0.5 mark only for each completed year).	2.5(Two & half)
➢	The shortlisted candidates on merit will be called for evaluation of documents in the ratio of 1:3. The final selection shall be based on the parameters determined by the Department of Personnel, Govt. of HP vide Notification No. Per (AP.B)B(15)-5/2014 dated 17 April, 2017.	

5. The University reserves the right to dispense with the written examination in respect of category B post(s) keeping in view the number of applications viz-a-viz vacancies and other circumstances.

6. The University reserves the right to dispense with/change any examination centre, if the strength of the applicants is inadequate.

7. As per instructions of the HP Govt. dated 11.06.2019 when an Economically Weaker Section(EWS) candidate is not available for selection, the post(s) will be treated automatically as de-reserved and re-advertised and will be filled from a non-EWS candidate of General category.

REGISTRAR
H.P. University, Shimla