



VASANTA COLLEGE FOR WOMEN वसंत महिला महाविद्यालय

Admitted to the Privileges of Banaras Hindu University
Krishnamurti Foundation India, Rajghat Fort, Varanasi - 221 001

Estd: 1913

E-mail : vasantakfi@rediffmail.com
vcwkwf.rajghat@gmail.com
Tel. No.: +91-542-2441187, 2440408
Website : vasantakfi.ac.in

Selection Process for recruitment to the post of **Junior Assistant (LDC)** by direct recruitment vide Employment Notice No-VCW/Admin/Recruitment/2021/01 dated 24.07.2021

Scheme of the Examination:

Written Test			
	Type of Examination	Time	Maximum marks
Paper-I	Multiple Choice Questions (100 questions)	1.30 hours (90 minutes)	100
Paper-II	Descriptive Type	1 hour (60 minutes)	100

Test components:

Paper-I	Multiple Choice Questions	Duration: 1.30 hours (90 minutes)	
		No. of Questions	Marks
(i)	Test of General Awareness & Knowledge of Computer	25	25
(ii)	General Intelligence and Reasoning ability	25	25
(iii)	Arithmetical & Numerical Ability	25	25
(iv)	Test of Language English and Hindi	25	25
Total		100	100

Paper-II	Descriptive Type	DURATION: 1 hours	Total Marks
(i)	Essay Writing		100
(ii)	Noting , Drafting		

***Answer Sheet of only those candidates will be evaluated who will qualify typing test.**

Skill Test	Test Components	Details
	On spot Typing	Qualifying speed shall be at least 30 words per minute in English or 25 words per minute in Hindi, which will be tested on a computer (PC).

Syllabus:

Paper – I:

- (i) **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. The question will also be designed to test knowledge of current events and of such matter of everyday observation as may be expected of an educated person. The test will include questions relating to India and its neighbouring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Research, National/International Organizations/Institutions, events & computer skills.
- (ii) **General Intelligence and Reasoning Ability:** The syllabus of General Intelligence includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, difference, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.
- (iii) **Arithmetical and Numerical Ability:** The test of Arithmetical and Numerical Ability will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.
- (iv) **Test of English/Hindi:** In addition to the testing of candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

Paper-II:

Descriptive Type: The questions will be designed to test the ability of the candidate's knowledge and awareness on higher education system in India, its regulatory bodies and recent developments in the field and on the following subjects:

- (i) Essay Writing
- (ii) Noting/Drafting.

Note:

1. The questions shall generally be on the minimum qualification level of the post concerned.
2. There shall be no negative marking for wrong answers.
3. The minimum qualifying marks shall be 40% for the each paper (i.e. 40 marks in Paper- I & 40 marks in Paper II) and minimum 50 % qualifying marks in aggregate of (Paper I and Paper-II).
4. **The final selection will be based on the merit of total marks obtained in (Paper- I & Paper-II).**
5. **Skill Test shall be conducted and will only be of qualifying nature.**