



VASANTA COLLEGE FOR WOMEN वसंत महिला महाविद्यालय

Admitted to the Privileges of Banaras Hindu University
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Selection Process for recruitment to the post of **Professional Assistant** by direct recruitment vide Employment Notice No-VCW/Admin/Recruitment/2021/01 dated 24.07.2021

The following shall be the scheme of Examination, components of test and its syllabus etc.

Scheme of the Examination

Written Test			
	Type of Examination	Time	Maximum marks
Paper-I (MCQ)	Library Aptitude, General Awareness etc. (150 questions) (MCQ)	2.00 hours (120 minutes)	150
Paper-II	Descriptive Type	1 hour(60 minutes)	100

Test components:

Paper-I	Multiple Choice Questions	Duration: 2.00 hours(120 minutes)	
		No. of Questions	Marks
(i)	Test of General Awareness	25	25
(ii)	General Intelligence and Reasoning ability	20	20
(iii)	Arithmetical & Numerical Ability	20	20
(iv)	Test of Language English and Hindi	10	10
(v)	Library Aptitude & Computer Awareness	75	75
	Total	150	150

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

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 etc.
- (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.
- (v) **Library Aptitude:** Questions will be designed to test the knowledge and awareness on Library Information Science and recent development in the field of Library Science. The questions may be from all the spheres of library science.

Paper-II:

Descriptive Type: The questions will be designed to test the ability of the candidate's knowledge and awareness on Library and Information Science and recent development in the field and on the following subjects.

- (i) Knowledge and application of Library and Information Science Procedures, Rules & Regulations
- (ii) Knowledge of Computers with special reference to knowledge of Library Software Packages of Word Processing, Data Analysis Packages.
- (iii) English Essay writing, 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).