

GURU GHASIDAS VISHWAVIDYALAYA, BILASPUR (C.G.)

SCHEME OF SCREENING TEST/ EXAMINATION

For short listing the candidates to be called for interview, to the post of Assistant Registrar. Posts Advertised by the University vide Advt. No. 2011 Dated 17-06-2009

SCREENING TEST/ EXAMINATION (on 10-02-2010)

This written test/examination is being conducted to screen out candidates, out of a large number of applicants, in the ratio of ten times of the approximate number of vacancies to be filled in each category of posts. Based on the screening test results, the screened out candidates (according to merit) will be interviewed on (11-02-2010) the very next day of the date of screening test, provided that they are otherwise eligible as per advertisement No. 2011, dated 17-06-2009 of the Guru Ghasidas Vishwavidyalaya, Bilaspur (CG).

Screening Test/Examination Question Paper

- Screening test/examination paper will be of two (2) hours duration, consisting of one hundred (100) objective type multiple choice questions. Each question will carry three (3) marks.
- The nature and standard of questions will be such that a graduate is expected to answer them.
- Questions will broadly cover the areas of languages (English and Hindi), general knowledge and awareness, reasoning & logic, simple mathematics and knowledge of computer basics & applications, etc.

Special Instructions to Candidates for objective type tests

1. Articles permitted inside Examination Hall

Clip board or hard board (on which nothing is written), pencil, eraser, pencil sharpener and a pen containing blue or black ink. Answer Sheet and sheet for rough work will be supplied by the Invigilator.

2. Articles not permitted inside Examination Hall

Do not bring into the Examination Hall any article other than those specified above, e.g., books, notes, loose sheets, electronic or any other type of calculators, mathematical and drawing instruments, Log Tables, stencils of maps, slide rules etc.

Mobile phones, pagers or any other communication devices are not allowed inside the premises where the examination is being conducted. Any infringement of these instructions should entail disciplinary action.

Candidates are advised in their own interest not to bring any of the banned item including mobile phones /pagers to the venue of the examination, as arrangements for safekeeping cannot be assured.

3. PENALTY FOR WRONG ANSWERS

THERE WILL BE PENALTY (NEGATIVE MARKING) FOR WRONG ANSWERS MARKED BY A CANDIDATE IN THE OBJECTIVE TYPE QUESTION PAPER.

- (I) There are four alternatives for the answers to every question. For each question for which a wrong answer has been given by the candidate, one (1) mark will be deducted as penalty.

- (ii) If a candidate gives more than one answer, it will be treated as a wrong answer even if one of the given answers happens to be correct, and there will be same penalty as above for that question.
- (iii) If a question is left blank i.e. no answer is given by the candidate, there will be no penalty for that question.

4. Unfair means strictly prohibited

No candidate shall copy from the papers of any other candidate nor permit his/her papers to be copied nor give nor attempt to give nor obtain nor attempt to obtain irregular assistance of any description.

5. Conduct in Examination Hall

No candidate should misbehave in any manner or create disorderly scene in the Examination Hall, or harass the staff employed by the University for the conduct of the examination. Any such misconduct will be severely penalized.

6. Answer Sheet particulars and Handling

- (i) Write in ink or ball point pen your roll number at the appropriate space provided on the answer sheet at the top. Also encode your roll number in the circles provided for the purpose in the answer sheet.
- (ii) All corrections and changes in writing the roll number must be initialed by the candidate as well as by the Invigilator and countersigned by the Supervisor.
- (iii) Immediately after commencement of the examination please check that the test booklet supplied to you does not have any unprinted or torn or missing pages or items etc. If so, get it replaced by a complete test booklet .

- (iv) Do not write your name or anything other than the specific items of information asked for, on the answer sheet/test booklet/sheet for rough work.
- (v) Do not fold or mutilate or damage or put any extraneous marking in the Answer Sheet. Do not write anything on the reverse of the answer sheet.

7. Use ball point pen to mark answer

Candidates should exercise due care in handling and filling up the answer sheets. They should use ball point pen only to darken the circles. For writing in boxes, they should use blue or black pen. Since the entries made by the candidates by darkening the circles will be taken into account while evaluating the answer sheets they should make these entries very carefully.

8. Method of marking answers

In the "Objective Type" of examination, you do not write the answers. For each question (hereinafter referred to as "Item") several suggested answers (hereinafter referred to as "Responses") are given. You have to choose one response to each item.

The question paper will be in the Form of Test Booklet. The booklet will contain items bearing numbers 1, 2, 3 etc. Under each item, Responses marked (a), (b), (c), (d) will be given. Your task will be to choose the correct response. If you think there is more than one correct response, then choose what you consider the best response.

In any case, for each item you are to select only one response. If you select more than one response, your response will be considered wrong.

In the Answer Sheet, Serial Nos. from 1 to 100 are printed. Against each numbers, there are circles marked (a), (b), (c) and (d). After you have read each item in the Test Booklet and decided which one of the given responses is correct

or the best, you have to mark your response by completely blackening with ball point pen to indicate your response. Ink should not be used for blackening the circle on the Answer Sheet.

For example, if the correct answer to item 1 is (b), then the circle containing the letter (b) is to be completely blackened with ball point pen as shown below :-

Example: (a) ● (c) (d)

9. Signature on Attendance List

You are required to write the serial number of the Answer Sheet and Test Booklet issued to you on the Attendance List and to sign in appropriate column against your name with roll no. Any change or correction in these particulars should be authenticated by the candidate by putting his/her signature.

10. General

- (i) No candidate shall be permitted to enter the examination hall without Admit Card.
- (ii) No. candidate shall be permitted to enter the examination hall after half an hour after the commencement of the examination.
- (iii) No. candidate shall be permitted to leave the examination hall before half an hour after the commencement of the examination.
- (iv) Read and abide by the instructions on the cover of Test Booklet. If any candidate indulges in disorderly or improper conduct, he/she will render him/herself liable for disciplinary action and/or imposition of a penalty as the University may deem fit.
- (v) Follow all the instructions very carefully. Before you mark your responses on the Answer Sheet, you will have to fill in various particulars in it.

- (vi) As soon as the candidate receives the Answer Sheet, he/she should check that it is numbered at the bottom. If it is found un-numbered he/her should at once get it replaced by a numbered one.
- (vii) Write your Roll Number exactly as it is in your Admit Card in ink in the boxes provided for this purpose. Do not omit any zero(s) which may be there.



GURU GHASIDAS VISHWAVIDYALAYA, BILASPUR (C.G.)

ADMIT CARD

SCREENING TEST/ EXAMINATION FOR THE POST OF ASSISTANT REGISTRAR

ROLL NO.

Shri/Smt/Ku

EXAMINATION CENTER–DEPARTMENT OF MANAGEMENT STUDIES

GURU GHASIDAS VISHWAVIDYALAYA, BILASPUR (CG)

Date of Examination : 10-02-2010

Day : Wednesday

Time : 9.00 AM to 11.00 AM

Affix recent
passport size
photo with Self
Attestation

Registrar (Acting)

Note :-

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4. Do not bring into the Examination Hall books, notes, loose sheets, electronic or any other type of calculators, mathematical and drawing instruments, Log Tables, stencils of maps, slide rules etc.
5. Mobile phones, pagers or any other communication devices are not allowed inside the premises where the examination is being conducted.
Any infringement of these instructions should entail disciplinary action.
6. No candidate should misbehave in any manner or create disorderly scene in the Examination Hall or harass the staff employed by the University for the conduct of the examination. Any such misconduct will be severely penalized.
- 7. Candidates must affix recent passport size self attested photograph on the place provided above.**