

CENTRAL UNIVERSITY OF TAMIL NADU

Notification No.CUTN/NT/03/2022 Dated: 18/11/2022

Syllabus for the Post of ASSISTANT (Single Stage Test)

Part	Subject	Maximum Marks	Duration
Part I	(MCQs) General Knowledge & Current Events, General English, Numerical Aptitude, General Intelligence & Reasoning.	40	3 hrs
Part II	(Descriptive Type) Knowledge of Acts and Rules of Government of India, University Act & Statutes.	60	
Skill Test	Typing, Microsoft Office, Noting and Drafting	50	

- Minimum qualifying marks to be secured shall be 50
- Candidates who secure 50 marks shall be called for the skill test.

Part I : Objective Type : 40 Marks

I. General knowledge

Current Affairs, Indian History, Culture, Geography, Economic Scene, General Polity, Constitution, Sports, and Scientific Research. and international developments. Indian states, and other countries.

II. General English

Vocabulary, sentence structure, synonyms, antonyms, and its correct usage. Basic comprehension and writing ability.

III. Numerical Ability

Number Systems, Computation of Whole Numbers, Decimals and Fractions and relationship between Numbers, Fundamental arithmetical operations, Percentages, Ratio and Proportion, Averages, Interest, Profit and Loss, Discount, Mensuration, Time and Distance, Ratio and Time, Time and Work.

IV. General Intelligence & Reasoning

Questions of verbal, non-verbal, and analytical types, analogies, syllogism, similarities, differences, missing numbers, characters and sequences, space visualization, problem-solving, analysis, decision making, visual memory, discrimination, observation, relationship concepts, direction sense, coding-decoding, arithmetical reasoning, verbal and figure classification, data representation, and analysis, arithmetical number series.

Part II : Descriptive Type: 60 Marks

A. Comprehension of passages, Letter Writing

B. Knowledge of Rules of Government of India, Central Universities Act & Statutes

i.	Constitution of India – Citizenship, Fundamental Rights, Fundamental Duties.
ii.	Central Universities Act & Statutes, 2009, Central University of Tamil Nadu - Ordinances
iii.	General Financial Rules, University Grants Commission (UGC), NEP 2020 (Higher Education), National Medical Commission (NMC), All India Council for Technical Education (AICTE), Pharmacy Council of India (PCI), – Regulatory bodies of Higher Education and Professional Councils
iv.	UGC Regulations 2018 governing the eligibility service conditions of teachers; UGC Award of Ph.D. Regulations, 2022
v.	CCS (Conduct) Rules
vi.	CCS (Leave) Rules
vii.	CCS (LTC) Rules
viii.	Reservation and Concessions to SC/ST/OBC/PWD/EWS
ix.	CCS (Joining Time) Rules
x.	CCS (TA) Rules
xi.	National Pension System
xii.	Fundamental and Supplementary Rules
xiii.	Office Procedure (Ref. Central Secretariate Manual of Office Procedure (CSMOP))
xiv.	RTI Act