



महाराजा सूरजमल बृज विश्वविद्यालय, भरतपुर

कार्यालय - चक सकीतरा, कुम्हेर, भरतपुर - 321201

Email- info@msbrijuniversity.ac.in Website – www.msbrijuniversity.ac.in

क्रमांक :- मसूबृवि/2024/1478

दिनांक :- 06.08.2024

स्थायी अशैक्षणिक पदों की भर्ती परीक्षा अधिसूचना

महाराजा सूरजमल बृज विश्वविद्यालय द्वारा जारी विज्ञप्ति दिनांक 31.08.2023 को अशैक्षणिक पदों पर आवेदन आमंत्रित किये गये थे। इन पदों की परीक्षा हेतु पाठ्यक्रम की सामान्य रूपरेखा उक्त दिनांक को जारी विज्ञापन संख्या भर्ती/संस्था/02(01) की प्रक्रिया एवं परीक्षा अवधि में आंशिक संशोधन उपरांत निम्नानुसार रहेगी –

S.No.	Post
1.	Controller of Examination
2.	Personal Secretary
3.	Section Officer
4.	Assistant Account Officer
5.	Personal Assistant
6.	Junior Accountant
7.	Stenographer
8.	Assistant Programmer
9.	Informatics Assistant
10.	Senior Assistant
11.	Junior Assistant
12.	Vehicle Driver
13.	Office Attendant (Class IV Employee)

S.No.	Subject	Level	Applicable for Posts
1.	General Hindi	12 th	Post S.No. 1 to 13 (except for S.No. 8 & 9)
2.	General English	12 th	
3.	General Knowledge & Science	12 th	
4.	General Ability & Reasoning	10 th	
5.	Basics of Computers	10 th	
6.	Current Affairs – International, National & State Level & Contemporary Issues		Post S.No. 1 to 13
7.	General Knowledge of Rajasthan		
8.	Knowledge about UGC, Working of University & Examination Cell, Govt. Policies in Higher Education, Act of the University,		Post S.No. 1, 2 & 3
9.	Question related to standard operating procedures in Offices		Post S.No. 1, 2, 3, 5, 10
10.	Book-Keeping And Accountancy	Graduation	Post S.No. 4 & 6
11.	Business Methods		
12.	Auditing		
13.	Indian Economics		
14.	G.F. & A.R. – Pt. I (Chapter 1, 2, 3, 4, 5, 6, 14 and 17)		Post S.No. 3, 4, 6 & 10
15.	Rajasthan Service Rules Vol. 1 (Chapter II, III, X, XI, XIII, XIV, XV & XVI) Rajasthan Civil Service Joining Times Rules, 1981		Post S.No. 1, 2, 3, 4, 5, 6 & 10

नोट – परीक्षा की संभावित तिथि अक्टूबर माह के प्रथम सप्ताह में तय की गई है। जिसकी पद एवं दिनांकवार विस्तृत सूचना योग्य पाये गये अभ्यर्थियों को शीघ्र प्रेषित कर दी जावेगी।

Controller of Examination

Paper (Objective type 100 questions)	Graduation Level	Duration : 2:00 Hrs.
General Hindi, General English, General Knowledge & Science, Current Affairs – International, National & State Level & Contemporary Issue, General Ability & Reasoning, Basics of Computers & General Knowledge of Rajasthan, Ordinance, Statues & Act of the University, Knowledge about UGC, Working of University & Examination Cell, Govt. Policies in Higher Education		

Assistant Account Officer

Paper (Objective type 100 questions)	Graduation Level	Duration : 2:00 Hrs.
General Hindi, General English, General Knowledge & Science, Current Affairs – International, National & State Level & Contemporary Issue, General Ability & Reasoning, Basics of Computers & General Knowledge of Rajasthan, Book-Keeping And Accountancy, Business Methods , Auditing, Indian Economics, G.F. & A.R. – Pt. I (Chapter 1, 2, 3, 4, 5, 6, 14 and 17), Rajasthan Service Rules Vol. 1 (Chapter II, III, X, XI, XIII, XIV, XV & XVI) Rajasthan Civil Service Joining Times Rules, 1981		

Junior Accountant

Paper (Objective type 100 questions)	Graduation Level	Duration : 2:00 Hrs.
General Hindi, General English, General Knowledge & Science, Current Affairs – International, National & State Level & Contemporary Issue, General Ability & Reasoning, Basics of Computers & General Knowledge of Rajasthan, Book-Keeping And Accountancy, Business Methods , Auditing, Indian Economics, G.F. & A.R. – Pt. I (Chapter 1, 2, 3, 4, 5, 6, 14 and 17), Rajasthan Service Rules Vol. 1 (Chapter II, III, X, XI, XIII, XIV, XV & XVI) Rajasthan Civil Service Joining Times Rules, 1981		



Personal Secretary

Paper – I

Paper (Objective type 100 questions)	Graduation Level	Duration : 2:00 Hrs.
General Hindi, General English, General Knowledge & Science, Current Affairs – International, National & State Level & Contemporary Issue, General Ability & Reasoning, Basics of Computers & General Knowledge of Rajasthan, Rajasthan Service Rules Vol. 1 (Chapter II, III, X, XI, XIII, XIV, XV & XVI) Rajasthan Civil Service Joining Times Rules, 1981, Questions related to standard operating procedures, Act of the University		

Paper – II

Group – A (English)

English Shorthand Test:

S.No.	Test	Duration
1.	Dictation of 100 words per minute	06 Minutes
2.	Transcription and typing of dictated passage in English on computer	40 Minutes

Group – B (Hindi)

Hindi Shorthand Test:

S.No.	Test	Duration
1.	Dictation of 80 words per minute	06 Minutes
2.	Transcription and typing of dictated passage in Hindi on computer	40 Minutes

Group – C (Compulsory)

Computer Type & Efficiency Test:

S.No.	Test	Duration
1.	Computer proficiency viz. Typing Skill, Word Processing, Spread sheet, Internet, Email communication etc.	10 Minutes





Personal Assistant

Paper – I

Paper (Objective type 100 questions)	Graduation Level	Duration : 2:00 Hrs.
General Hindi, General English, General Knowledge & Science, Current Affairs – International, National & State Level & Contemporary Issue, General Ability & Reasoning, Basics of Computers & General Knowledge of Rajasthan, G.F. & A.R. – Pt. I (Chapter 1, 2, 3, 4, 5, 6, 14 and 17), Rajasthan Service Rules Vol. I (Chapter II, III, X, XI, XIII, XIV, XV & XVI) Rajasthan Civil Service Joining Times Rules, 1981		

Paper – II

Group – A (English)

English Shorthand Test:

S.No.	Test	Duration
1.	Dictation of 100 words per minute	06 Minutes
2.	Transcription and typing of dictated passage in English on computer	40 Minutes

Group – B (Hindi)

Hindi Shorthand Test:

S. No.	Test	Duration
1.	Dictation of 80 words per minute	06 Minutes
2.	Transcription and typing of dictated passage in Hindi on computer	40 Minutes

Group – C (Compulsory)

Computer Type & Efficiency Test:

S.No.	Test	Duration
1.	Computer proficiency viz. Typing Skill, Word Processing, Spread sheet, Internet, Email communication etc.	10 Minutes





Stenographer

Paper – I

Paper (Objective type 100 questions)	Graduation Level	Duration : 2:00 Hrs.
General Hindi, General English, General Knowledge & Science, Current Affairs – International, National & State Level & Contemporary Issue, General Ability & Reasoning, Basics of Computers & General Knowledge of Rajasthan		

Paper – II

Group – A (English)

English Shorthand Test:

S.No.	Test	Duration
1.	Dictation of 100 words per minute	06 Minutes
2.	Transcription and typing of dictated passage in English on computer	40 Minutes

Group – B (Hindi)

Hindi Shorthand Test:

S.No.	Test	Duration
1.	Dictation of 80 words per minute	06 Minutes
2.	Transcription and typing of dictated passage in Hindi on computer	40 Minutes

Group – C (Compulsory)

Computer Type & Efficiency Test:

S.No.	Test	Duration
1.	Computer proficiency viz. Typing Skill, Word Processing, Spread sheet, Internet, Email communication etc.	10 Minutes



Section Officer

Paper (Objective type 100 questions)	Graduation Level	Duration : 2:00 Hrs.
General Hindi, General English, General Knowledge & Science, Current Affairs – International, National & State Level & Contemporary Issue, General Ability & Reasoning, Basics of Computers & General Knowledge of Rajasthan, G.F. & A.R. – Pt. I (Chapter 1, 2, 3, 4, 5, 6, 14 and 17), Rajasthan Service Rules Vol. I (Chapter II, III, X, XI, XIII, XIV, XV & XVI) Rajasthan Civil Service Joining Times Rules, 1981, Act of the University		

Senior Assistant

Paper (Objective type 100 questions)	Graduation Level	Duration : 2:00 Hrs.
General Hindi, General English, General Knowledge & Science, Current Affairs – International, National & State Level & Contemporary Issue, General Ability & Reasoning, Basics of Computers & General Knowledge of Rajasthan, G.F. & A.R. – Pt. I (Chapter 1, 2, 3, 4, 5, 6, 14 and 17), Rajasthan Service Rules Vol. I (Chapter II, III, X, XI, XIII, XIV, XV & XVI) Rajasthan Civil Service Joining Times Rules, 1981		

Junior Assistant

Paper – I

Paper (Objective type 100 questions)	12th Level	Duration : 2:00 Hrs.
General Hindi, General English, General Knowledge & Science, Current Affairs – International, National & State Level & Contemporary Issue, General Ability & Reasoning, Basics of Computers & General Knowledge of Rajasthan		

Paper – II

Computer Type & Efficiency Test:

S.No.	Test	Duration
1.	Speed Test in English type writing	15 minutes
2.	Speed Test in Hindi type writing	15 minutes
3.	Computer proficiency viz. Typing Skill, Word Processing, Spread sheet, Internet, Email communication etc.	10 Minutes



Assistant Programmer

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Informatics Assistant

Paper – I

Paper (Objective type 100 questions)	Graduation Level	Duration : 2:00 Hrs.
<p>सूचना प्रौद्योगिकी में सामान्य जानकारी और कम्प्यूटर के मूल सिद्धान्त (क) प्रोब्लम सोल्विंग, डाटा इन्टरप्रिटेसन, डाटा सफीशियन्शी लाजिकल रीजनिंग, मेन्टल एबिलिटी एण्ड एनालिटिकल रीजनिंग। भारत और राजस्थान से संबंधित सामान्य ज्ञान तथा समसामयिक मामले, सूचना प्रौद्योगिकी के क्षेत्र में मुख्य विकास। (ख) इनपुट-आउटपुट डिवाइसिस, पाएन्टिंग डिवाइसिस और स्केनर सहित ओवरव्यू ऑफ द कम्प्यूटर सिस्टम। (ग) इन्ट्रोडक्शन टू ऑपरेटिंग सिस्टम, वर्ड प्रोसेसिंग (एमएस-वर्ड), स्प्रेड शीट सॉफ्टवेयर (एमएस-एक्सल), प्रजेन्टेशन सॉफ्टवेयर (एमएस-पावर पोइन्ट), डीबीएमएस सॉफ्टवेयर (एमएस-एक्सेस)। (घ) रिप्रजेन्टेशन ऑफ डाटा (डिजिटल वर्सेज एनालॉग, नम्बर सिस्टम डेसिमल, बाइनरी एण्ड हेक्साडेसिमल), इन्ट्रोडक्शन टू डाटा प्रोसेसिंग, कान्सेप्ट्स ऑफ फाईल्स एण्ड इट्स टाईप्स। (ङ) इन्ट्रोडक्शन ऑफ इन्टरनेट टेक्नोलोजी एण्ड प्रोटोकॉल, लेन, मेन, वेन, सर्च सर्विस/इन्जिस, इन्ट्रोडक्शन टू ऑनलाईन एण्ड ऑफलाईन मेरीजिंग, वर्ल्ड वाइड वैब ब्राउजर्स, वेब पब्लिशिंग, क्रियेशन एण्ड मेन्टेनन्स ऑफ वेबसाईट्स, एचटीएमएल इन्टरएक्टिविटी (टूल्स, मल्टीमीडिया एण्ड ग्राफिक्स, वॉईस मेल एण्ड विडियो कानफ्रेन्सिंग, इन्ट्रोडक्शन टू ई-कॉमर्स। (च) सिक्यूरिटी प्रोटेक्टिंग कम्प्यूटर सिस्टम फ्रॉम वाइरस एण्ड मॅलिशस अटैक्स, इन्ट्रोडक्शन टू फायरवाल्स एण्ड इट्स यूटिलिटी, बैकअप एण्ड रिस्टोरिंग डाटा। (छ) एलगोरिथम फॉर प्रोब्लम सोल्विंग, इन्ट्रोडक्शन टू सी लेंगवेज, प्रिन्सिपल्स एण्ड प्रोग्रामिंग टेक्नीक्स, इन्ट्रोडक्शन ऑफ आब्जेक्ट आरिएन्टेड प्रोग्रामिंग (ऊप्स) कान्सेप्ट्स इन्ट्रोडक्शन टू "इन्टिग्रेटेड डवलपमेंट इन्वायरमेंट" एण्ड इट्स एडवान्टेजिस।</p>		

Paper – II

Computer Type & Efficiency Test:

S.No.	Test	Duration
1.	Speed Test in English type writing	15 minutes
2.	Speed Test in Hindi type writing	15 minutes

Vehicle Driver

Paper – I

Paper-I (Objective type 100 questions)	Duration : 2:00 Hrs.
General Hindi, General English, General Knowledge & Science, Current Affairs – International, National & State Level & Contemporary Issue, General Ability & Reasoning, Basics of Computers & General Knowledge of Rajasthan	

Paper – II

S.No.	Test
1.	<p>Traffic Rules & Regulations and other aspects related to driving duty</p> <p>In this part candidates will be asked Questions on traffic rules & regulations, ability to recognize traffic signals, traffic signs, hand signals, road markings, documentation required while driving, emergency handling techniques and other aspects related to driving duty.</p> <p>Driving Techniques and basic Motor Car Mechanism</p> <p>Questions on Driving Technique & Motor Car Mechanism shall aim at testing the candidate's knowledge of driving skills and procedures, fuel efficiency and fuel economy, basic maintenance of the vehicle, servicing, tools required with the vehicle, types of vehicles, simple queries about the assemblies of vehicle systems, etc.</p>

Office Attendant (Class IV Employee)

Paper-I (Objective type 100 questions)	Duration : 2:00 Hrs.
General Hindi, General English, General Knowledge & Science, Current Affairs – International, National & State Level & Contemporary Issue, General Ability & Reasoning (10 th Level)	

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सामान्य हिन्दी (General Hindi)

- संधि और संधि विच्छेद ।
- सामासिक पदों की रचना और समास-विग्रह ।
- उपसर्ग ।
- प्रत्यय ।
- पर्यायवाची शब्द ।
- विपरीतार्थक (विलोम) शब्द ।
- अनेकार्थक शब्द ।
- शब्द- युग्म ।
- संज्ञा शब्दों से विशेषण बनाना ।
- शब्द- शुद्धि अशुद्ध शब्दों का शुद्धीकरण और शब्दगत अशुद्धि का कारण ।
- वाक्य - शुद्धि अशुद्ध वाक्यों का शुद्धीकरण और वाक्यगत अशुद्धि का कारण ।
- वाच्य: कर्तृवाच्य, कर्मवाच्य और भाववाच्य प्रयोग ।
- क्रिया: सकर्मक, अकर्मक और पूर्वकालिक क्रियाएँ ।
- वाक्यांश के लिए एक सार्थक शब्द ।
- मुहावरे और लोकोक्तियाँ ।
- अँग्रेजी के पारिभाषिक (तकनीकी) शब्दों के समानार्थक हिन्दी शब्द ।
- सरल, संयुक्त और मिश्र अँग्रेजी वाक्यों का हिन्दी में रूपान्तरण और हिन्दी वाक्यों का अँग्रेजी में रूपान्तरण ।
- कार्यालयी पत्रों से सम्बन्धित ज्ञान ।

सामान्य अंग्रेजी (General English)

- Tenses/Sequence of Tenses.
- Voice: Active and Passive.
- Narration: Direct and Indirect.
- Transformation of Sentences: Assertive to Negative, Interrogative, Exclamatory and vice-versa.
- Use of Articles and Determiners.
- Use of Prepositions.
- Translation of Simple (Ordinary/Common) Sentences from Hindi to English and vice-versa.
- Correction of sentences including subject, Verb, Agreement, Degrees of Adjectives, Connectives and words wrongly used.
- Glossary of official, Technical Terms (with their Hindi Versions).
- Synonyms.
- Antonyms.
- One word substitution.
- Forming new words by using prefixes and suffixes.
- Confusable words.
- Comprehension of a given passage.
- Knowledge of writing letters: Official, Demi Official, Circulars and Notices, Tenders.

सामान्य ज्ञान (राजस्थान के सन्दर्भ में)	
राजस्थान का इतिहास, कला, संस्कृति, साहित्य, परम्परा एवं विरासत	
<ul style="list-style-type: none"> राजस्थान के इतिहास की महत्वपूर्ण ऐतिहासिक घटनाएँ, प्रमुख राजवंश, उनकी प्रशासनिक व राजस्व व्यवस्था। सामाजिक-सांस्कृतिक मुद्दे, स्वतंत्रता आन्दोलन, जनजागरण व राजनीतिक एकीकरण स्थापत्य कला की प्रमुख विशेषताएँ किले एवं स्मारक कलाएँ, चित्रकलाएँ और हस्तशिल्प राजस्थानी साहित्य की महत्वपूर्ण कृतियाँ, क्षेत्रीय बोलियाँ मेले, त्यौहार, लोक संगीत एवं लोक नृत्य राजस्थानी संस्कृति, परम्परा एवं विरासत राजस्थान के धार्मिक आन्दोलन, संत एवं लोक देवता महत्वपूर्ण पर्यटन स्थल राजस्थान के प्रमुख व्यक्तित्व 	
राजस्थान का भूगोल	
<ul style="list-style-type: none"> प्रमुख भौतिक विशेषताएँ और मुख्य भू-भौतिक विभाग राजस्थान के प्राकृतिक संसाधन जलवायु, प्राकृतिक वनस्पति, वन, वन्य जीव-जन्तु एवं जैव-विविधता प्रमुख सिंचाई परियोजनाएँ खान एवं खनिज सम्पदाएँ जनसंख्या प्रमुख उद्योग एवं औद्योगिक विकास की सम्भावनाएँ 	
राजस्थान की राजनीतिक एवं प्रशासनिक व्यवस्था	
<ul style="list-style-type: none"> राज्यपाल, मुख्यमंत्री, राज्य विधानसभा, उच्च न्यायालय, राजस्थान लोक सेवा आयोग, जिला प्रशासन, राज्य मानवाधिकार आयोग, लोकायुक्त, राज्य निर्वाचन आयोग, राज्य सूचना आयोग लोक नीति, विधिक अधिकार एवं नागरिक अधिकार-पत्र 	
राजस्थान की अर्थव्यवस्था	
<ul style="list-style-type: none"> अर्थव्यवस्था का वृहत् परिदृश्य कृषि, उद्योग व सेवा क्षेत्र के प्रमुख मुद्दे संवृद्धि, विकास एवं आयोजना आधारभूत संरचना एवं संसाधन प्रमुख विकास परियोजनाएँ 	
समसामयिक घटनाएँ	
<ul style="list-style-type: none"> राजस्थान राज्यस्तरीय, राष्ट्रीय एवं अन्तर्राष्ट्रीय महत्व की प्रमुख समसामयिक घटनाएँ एवं मुद्दे वर्तमान में चर्चित व्यक्ति एवं स्थान खेल एवं खेलकूद संबंधी गतिविधियाँ 	

General Knowledge & Science

- Physical and chemical reactions, oxidation and reduction reactions, metals and non-metals. Hydrocarbons, Chlorofluorocarbons (CFC), Compressed Natural Gas (CNG), Soap and Detergent Pesticides, Reflection of light and its laws, examples of refraction, types of Lenses, Defects of vision and their corrections.
- Electric current, Unit of electric current, electric cell, Electric generator, Electric connection arrangement in houses. Working of house-hold electrical appliances. Uses of space science, Remote Sensing Technique and its uses. Information Technology.
- Environment – Components (Atmosphere, Lithosphere and Hydrosphere), Ecosystem-structure. Food chain, Food-web, Nitrogen cycle. General information about - Bio-technology, Bio-patents, Stem cell, Cloning, Test Tube baby, Artificial insemination.
- Apiculture, Seri-culture, Fishery, Poultry, Dairy industry, Cereals, Pulses, Vegetables, Fruits, Medicinal plants. Blood group, Blood transfusion, Rh factor, Pollution and human health, Pathogen and human health, Intoxicant and human health, Mal-nutrition and human health.
- Immunity, Vaccination, Types of diseases, Hereditary diseases – Hemophilia Colour blindness, Thalasemia, National Health Programme, Manures – Bio-manure, Wormy compost. Crop rotation, Plant disease control.

Basics of Computer

- Introduction to Computer & Windows: Input/output Devices, Memory, PORTs, Windows Explorer Menu, Managing Files & Folders, Setup & Accessories, Formatting, Creating CD/DVD.
- Word Processing & Presentations: Menu Bars, Managing Documents & Presentations, Text Formatting, Table Manipulations, Slide Designs, Animations, Page Layout, Printing.
- Spread Sheets: Excel Menu Bar, Entering Data, Basic Formulae & Inbuilt Functions, Cell & Text Formatting, Navigating, Charts, Page Setup, Printing, Spread Sheets for Accounting.
- Working with Internet and e-mails: Web Browsing & Searching, Downloading & Uploading, Managing an E-mail Account, e-Banking.

BOOK-KEEPING AND ACCOUNTANCY

1. Accounting – meaning, nature, functions and usefulness, types of accounting, accounting equation, generally accepted accounting principles, concepts and conventions.
2. Accounting process: journals and ledger leading to preparation of trial balance and preparation of final accounts with adjustments.
3. Preparation of bank reconciliation statement.
4. Rectification of errors.
5. Accounting for depreciation – need, significance and methods of providing depreciation.
6. Receipts and payments account and income and expenditure account and balance sheet.
7. Single entry system – Preparation of accounts from incomplete records.
8. Partnership accounts:
 - i. Fundamentals – capital-fixed and fluctuating, adjustments for change in profit sharing ratios, revaluation of assets and treatment of goodwill.
 - ii. Reconstitution of the firm – Admission, Retirement and Death of a partner including treatment of life policy.
9. Insurance claims.

BUSINESS METHODS

1. Business: - Introduction, scope and objectives; Business Ethics and social responsibilities of business.
2. Forms of Business Organizations: - Sole proprietorship, partnership and company.
3. Entrepreneurship :- Concept, importance and causes of low development of entrepreneurship in India
4. Negotiable Instruments: - Meaning and types (Promissory Note, Bills of Exchange and Cheques).
5. Sources of Business Finance.
6. Advertising: - Meaning, importance and methods.
7. Consumer rights and protection against exploitation.
8. Human resource planning, recruitment, selection and training.
9. Communication - process, barriers and suggestions to overcome barriers.
10. Discipline – Causes and suggestions for effective discipline.
11. Coordination – Importance and principles

AUDITING

1. Auditing : meaning, objectives, types of audit, planning and procedures, audit programme, working papers, test checking, routine checking.
2. Vouching: concepts, importance and procedures.
3. Internal Control: meaning, objectives, internal check and internal audit.
4. Valuation and verification of assets and liabilities.
5. Rights, Duties and Liabilities of Company Auditor.
6. Audit of Government Companies.
7. Audit Reports and Audit Certificates.

INDIAN ECONOMICS

1. Indian Economy – Features and problems, Economic policy, Industrial policy and Fiscal policy of India.
2. Meaning, objectives and importance of economic planning in India. Basic features of Eleventh Five Year Plan.
3. Population Explosion–Causes, effects and remedies. Relation between population and economic growth.
4. Role and significance of agriculture in Indian economy. Sources of agriculture finance and recent trends in agriculture marketing.
5. Industrial growth and prospects in India.
6. Inflation – Causes, effects and remedies.
7. Role and problems of Public sector in India.
8. Impact of globalization and liberalization on agriculture and industry.
9. Role of Multi-national corporations in Indian economy.
10. Foreign Trade – Volume, composition and direction.
11. National Income – Concept, computation methods and distribution.
12. Economy of Rajasthan – Basic features, development and prospects of agriculture, industry and tourism.



कुलसचिव

