



CLUSTER UNIVERSITY OF SRINAGAR

Gogji-Bagh, Srinagar-190008

Syllabi for Non-Teaching Positions advertised vide Notification No. 02-CUS of 2026 and 03-CUS of 2026, Dated: 14-03-2026

Syllabus for the Objective Type Examination for Section Officer

Maximum Marks: 100

Time: 100 Minutes

Unit I General English

20 Marks

Error recognition and correction; Fill in the blanks (use of verbs, prepositions, articles, etc.); One-word substitution; Sentence improvement and sentence completion; Vocabulary; spellings; grammar; Sentence structure and usage; Synonyms and antonyms; Phrases and idiomatic expressions; Reading comprehension passages; Drafting of emails and formal communications; Preparation of office notes and file noting; Communication pertaining to the office of the Vice-Chancellor; Precis writing and summarization; Official correspondence and report writing.

Unit II General Studies

20 Marks

General Science; current events of national and international importance; History of India and the Indian National Movement; Geography of India and the World with special reference to Jammu & Kashmir; Indian Polity and Governance; Economic and Social Development; General Mental Ability; knowledge of Cluster University of Srinagar; Indian States and Union Territories; India's relations with other countries.

Unit III Numerical Aptitude and Reasoning

20 Marks

Number System; Percentage; Average; Profit & Loss; Interest; Discount; Ratio & Proportion; Time & Work; Time & Distance; Square roots; Quadrilaterals; Trigonometric ratio; Circle and its chords; Regular polygon; Graphs of linear equations
Number series; Number rankings; Letter series; Coding decoding; Direction sense; Blood relations; Mathematical reasoning; Syllogistic reasoning; Cubes & dice; Speed, Distance & Time; Statements & conclusions; Judgments; Visual memory; Arithmetic Reasoning; Analogies; Decision making; Problem-Solving; Arrangements; Embedded Figures; Mirror image.

Unit IV Computer Applications

20

Marks

Basic knowledge of computers; Fundamentals of computers (hardware and software); MS Office applications (Word, Excel, PowerPoint); Internet usage; email; e-governance tools; Cyber security basics; Digital file management and office automation.

Unit V University Administration & Governance

20

Marks

Structure of the University (Vice-Chancellor, Registrar, Deans, and allied authorities); Role and responsibilities of a Section Officer; Office procedures and file management system; Distinction between academic and administrative wings, University Statutes, Ordinances, and Regulations; File movement; Noting & drafting; Office memorandum; Circulars; Record keeping; E-office basics; Leave rules; Conduct rules; Pay & allowances; Pension basics/NPS; Budget basics; Audit concepts; Purchase procedures; Tendering; RTI Act; Reservation policies (SC/ST/OBC/EWS/PwD); Governance policies.

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Syllabi for Non-Teaching Positions advertised vide Notification No. 02-CUS of 2026 and 03-CUS of 2026, Dated: 14-03-2026

Syllabus for the Objective Type Examination for Personal Assistant (P.A.)

Maximum Marks: 100

Time: 100 Minutes

Unit I General English

20 Marks

Comprehension; Editing / Proof Reading; Rearranging of jumbled sentences; Narration; Modals; Articles; Paragraph writing with blanks to be filled in with Phrases, Pronouns and Homonyms/Homophones; Clauses; Punctuation; Synonyms & antonyms; Idioms & phrases; Uses of Prepositions; Active & Passive Voice; Tenses; Direct & indirect; Vocabulary; One word substitution

Unit II General Awareness

20 Marks

Current Events of National & International importance; Important dates in Indian History/ Freedom struggle, different dates and events i.e., First in world (Adventure, Sports, Discoveries); World and National Awards —(Science, Literature & Sports); Political & Physical divisions of India; Indian Culture; Heritage & Freedom Struggle/Movement; Demography-Census, its feature & functions; Important Rivers & Lakes in India; Weather, Climate, Crops, Means of Transport of India; J&K UT: History, Economy, Geography; Heritage & Culture; Important Tourist Destinations.

Unit III Numerical & Reasoning Ability

20 Marks

Number System; Percentage; Average; Profit & Loss; Interest; Discount; Ratio & Proportion; Time & Work; Time & Distance; Square roots; Quadrilaterals; Trigonometric ratio; Circle and its chords; Regular polygon; Graphs of linear equations.

Number series; Number rankings; Letter series; Coding decoding; Direction sense; Blood relations; Mathematical reasoning; Syllogistic reasoning; Cubes & dice; Speed, Distance & Time; Statements & conclusions; Judgments; Visual memory; Arithmetic Reasoning; Analogies; Decision making; Problem-Solving; Arrangements; Embedded Figures; Mirror images.

UNIT IV Computer Applications

20 Marks

Basic Applications of Computer and its Components; Fundamentals of Computer Science; Hardware and Software; Input and Output Devices; Knowledge of MS Office, PDF, Internet and E-mail; Role of IT in Governance.

UNIT V University Administration & Governance

20 Marks

Cluster University of Srinagar Act & Statutes; Roles & functions of Vice Chancellor, Registrar, Academic Council, Syndicate; Examination system & academic procedures; Basic features of Constitution of India; Fundamental Rights & Duties; Structure of administration (Union/State). Conduct Rules for Government Employees; Leave Rules; Pay & Allowances (basic); NPS/Pension basics; Reservation policies; Basic Financial Rules; Office procedures & file system; Noting & drafting; Record management.

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CLUSTER UNIVERSITY OF SRINAGAR
Gogji-Bagh, Srinagar-190008

Syllabi for Non-Teaching Positions advertised vide Notification No. 02-CUS of 2026 and 03-CUS of 2026, Dated: 14-03-2026

Syllabus for the Objective Type Examination for Head Assistant, Senior Assistant, and Junior Assistant

Maximum Marks: 100

Time: 100 Minutes

Unit I General English

20 Marks

Comprehension; Editing / Proof Reading; Rearranging of jumbled sentences; Narration; Modals; Articles; Paragraph writing with blanks to be filled in with Phrases, Pronouns and Homonyms/Homophones; Clauses; Punctuation; Synonyms & antonyms; Idioms & phrases; Uses of Prepositions; Active & Passive Voice; Tenses; Direct & indirect; Vocabulary; One word substitution.

Unit II General Awareness

20 Marks

Current Events of National & International importance; Important dates in Indian History/ Freedom struggle, different dates and events i.e., First in world (Adventure, Sports, Discoveries); World and National Awards – (Science, Literature & Sports); Political & Physical divisions of India; Indian Culture; Heritage & Freedom Struggle/Movement; Demography-Census, its feature & functions; Important Rivers & Lakes in India; Weather, Climate, Crops, Means of Transport of India; J&K UT: History, Economy, Geography; Heritage & Culture; Important Tourist Destinations.

Unit III Numerical & Reasoning Ability

20 Marks

Number System; Percentage; Average; Profit & Loss; Interest; Discount; Ratio & Proportion; Time & Work; Time & Distance; Square roots; Quadrilaterals; Trigonometric ratio; Circle and its chords; Regular polygon; Graphs of linear equations.

Number series; Number rankings; Letter series; Coding decoding; Direction sense; Blood relations; Mathematical reasoning; Syllogistic reasoning; Cubes & dice; Statements & conclusions; Judgments; Visual memory; Arithmetic Reasoning; Analogies; Decision making; Problem-Solving; Arrangements; Embedded Figures; Mirror images.

Unit IV Basic Concepts of Computer and its Applications

20 Marks

Fundamentals of computer sciences; Hardware & Software; Input and output devices; Operating system; Storage and Memory; MS Word & MS Excel; MS Access & MS PowerPoint; MS Outlook and MS Publisher; Google forms, Gamma AI and Notebook LM; Email & Internet; Adobe Acrobat and Adobe Photoshop.

Unit V Domain Knowledge

20 Marks

Establishment Matters, CCS (Conduct) Rules, 1964; CCS (CCA) Rules, 1965; CCS Leave Rule; Fundamental Rules, Supplementary Rules, Pay, TA Rules, LTC Rules, Medical Attendance Rule, CGHS; GFR, Procurement of Goods & Services, Project Proposal Evaluation; Project Management; General System of Financial Management; Income Tax; HEFA; Office Procedure; Record Management; Public Administration; File Maintenance; Record keeping; CCS (Pension) Rules; NPS; RTI Act 2005; Labour & Industrial Laws; Knowledge of Cluster University of Srinagar and its Act and Statutes; Basic Knowledge

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Syllabi for Non-Teaching Positions advertised vide Notification No. 02-CUS of 2026 and 03-CUS of 2026, Dated: 14-03-2026

about the organization's structure, function and activities; Awareness of key administrative sections (Establishment, Accounts, Store & Purchase, Academics, Estate); Procedure of Academic Governance; Basic Knowledge about academic admission procedures and academic programmes of Central and State Universities; National Education Policy (NEP 2020); Higher Education System in India.

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Syllabi for Non-Teaching Positions advertised vide Notification No. 02-CUS of 2026 and 03-CUS of 2026, Dated: 14-03-2026

Syllabus for the Objective Type Examination for Semi-Professional Assistant

Maximum Marks: 100

Time: 100 Minutes

Unit I General English & General Awareness

20 Marks

Comprehension; Editing / Proof Reading; Rearranging of jumbled sentences; Narration; Modals; Articles; Paragraph writing with blanks to be filled in with Phrases, Pronouns and Homonyms/Homophones; Clauses; Punctuation; Synonyms & antonyms; Idioms & phrases; Uses of Prepositions; Active & Passive Voice; Tenses; Direct & indirect; Vocabulary; One word substitution.

Current Affairs; Indian Government Schemes; Indian Economics; Indian Geography; Indian History; Indian Polity; Indian Constitution; Principal languages of India; Space Programme of India; Jammu & Kashmir Reorganization Act-2019; Local governance in J&K; J&K specific schemes and welfare programs.

Unit II Reasoning, Mathematical Ability & ICT Basics

20 Marks

Number series; Letter series, Coding decoding; Direction sense; Blood relations; Statements and Conclusions; Logical Reasoning; L.C.M., H.C.F., Ratio & Proportion; Percentage; Average; Profit & Loss, Discount; Simple & Compound Interest; Mensuration; Time & Work; Time & Distance.

Computer fundamentals (hardware, software, input/output devices); Knowledge of MS Office, PDF, Internet and E-mail; Cyber security; Digital record keeping and documentation; Use of online platforms and portals; Video conferencing and virtual communication tools; Office equipment handling (printer, scanner, photocopier); Data storage, backup, and file organization.

Unit III Library Classification & Cataloguing

20 Marks

Classification: Need, functions, subject formation, types, notation, and numbering (class, book, collection); Major schemes-Dewey Decimal Classification, Colon Classification, and Universal Decimal Classification their development, structure, features, comparison, and canons.

Cataloguing: Need, functions, forms (card, book, shelf, dictionary, classified) and systems (cooperative, centralized, union catalogue); SLSH and chain procedure.

Codes & Standards: Evolution and canons; AACR2 and related codes; standards and tools- ISBD, ISBN, ISSN, MARC, OPAC, Web-OPAC.

Unit IV Library Management & Information Services

20 Marks

Technical Services: Acquisition (collection development, selection criteria for print/non-print/digital resources, procurement methods); accessioning, serials management (policies, subscription, procurement); circulation (policies, charging/discharging); stock verification (methods, tools).

Information Services: Types of reference services; CAS & SDI; indexing (pre/post-coordinate, chain, POPSI, PRECIS, alphabetical, keyword); abstracting (types); online/digital reference, translation, and reprographic services.

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Unit IV Library Management & Information Services

20 Marks

Networks and Types: LAN, MAN and WAN, Library and Information Networks DELNET, INFLIBNET, ERNET, NICNET

Automation of Housekeeping Operations and Library Security Technology: Acquisition, Cataloguing, Circulation, Serials Control, OPAC, Library Management, RFID, Bar- Coding, Smart Card,

Library Software Packages: Features of WINISIS, KOHA, LIBSYS, SOUL, Greenstone, DSpace.

Digital, Virtual, Electronic and Hybrid Libraries: Concept, Definition and scope, Recent Developments, Hardware and Software Requirements.

Internet-based Resources and Services: Basic Services: E-Mail, Browsers, and Search Engines, Portals, Gateways, Electronic Journals, Search Techniques, Web-searching.

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Syllabi for Non-Teaching Positions advertised vide Notification No. 02-CUS of 2026 and 03-CUS of 2026, Dated: 14-03-2026

Syllabus for the Objective Type Examination for Hostel Warden

Maximum Marks: 100

Time: 100 Minutes

Unit I General English & General Awareness

20 Marks

Comprehension; Editing / Proof Reading; Rearranging of jumbled sentences; Narration; Modals; Articles; Paragraph writing with blanks to be filled in with Phrases, Pronouns and Homonyms/Homophones; Clauses; Punctuation; Synonyms & antonyms; Idioms & phrases; Uses of Prepositions; Active & Passive Voice; Tenses; Direct & indirect; Vocabulary; One word substitution.

Current Affairs; Indian Government Schemes; Indian Economics; Indian Geography; Indian History; Indian Polity; Indian Constitution; Jammu & Kashmir Reorganization Act-2019; Local governance (DDC, Panchayati Raj); J&K specific schemes and welfare programs.

Unit II Reasoning Ability & ICT Basics

20 Marks

Number series; Letter series, Coding decoding; Direction sense; Blood relations; Mathematical reasoning; Statements and Conclusions; Logical Reasoning.

Computer fundamentals (hardware, software, input/output devices); Knowledge of MS Office, PDF, Internet and E-mail; Cyber security; Digital record keeping and documentation; Use of online platforms and portals; Video conferencing and virtual communication tools; Office equipment handling (printer, scanner, photocopier); Data storage, backup, and file organization.

Unit III Child Protection, Student Safety & Hostel Administration

20 Marks

POCSO Act 2012 – key provisions, reporting duties, warden responsibilities; Child Marriage Act 2006 – prevention and reporting; Child Labour laws – prohibited work and compliance; Child Rights Commissions (NCPCR/SCPCR) – functions; RTE Act 2009 – child entitlements; Anti-Ragging Regulations – prevention, complaints, warden duties; student mental health awareness – signs of stress, anxiety, depression, suicide risk, referral procedures; hostel admissions and room allotment; attendance records and biometric systems; inventory control, stock verification, disposal of damaged items; hostel ERP basics – records, fees, complaints; grievance redressal and parent communication.

Unit IV Safety, Emergency Management & Hostel Security

20 Marks

Fire safety equipment and evacuation drills; first-aid kit, CPR basics, ambulance and hospital emergency response; health records of residents; cold climate emergencies (hypothermia, frostbite); poisoning and food safety emergencies; incident reporting and basic legal procedures; staff duty rosters and supervision; CCTV systems and surveillance basics; access control (biometric, RFID, visitor registers); night patrolling and visitor verification; anti-ragging measures; POSH Act 2013 basics; disability access provisions; hostel fire and structural safety compliance; J&K emergency coordination and curfew protocols.

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Syllabi for Non-Teaching Positions advertised vide Notification No. 02-CUS of 2026 and 03-CUS of 2026, Dated: 14-03-2026

Unit V Mess Management, Hygiene & Housekeeping

20 Marks

FSSAI basics and food safety standards; hygiene of food handlers; safe food storage, temperature control and prevention of contamination; kitchen cleaning, utensil sanitization

and food sample retention; handling food complaints and food poisoning response; daily hostel cleaning schedules; linen management; waste segregation and disposal; pest control and disinfection; water tank cleaning and safe drinking water; bathroom hygiene; asset stock records and disposal of damaged items; winter housekeeping, snow clearance and heating safety checks.

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29/06/26

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Syllabi for Non-Teaching Positions advertised vide Notification No. 02-CUS of 2026 and 03-CUS of 2026, Dated: 14-03-2026

Syllabus for the Objective Type Examination for Laboratory Assistant (Chemistry)

Maximum Marks: 100

Time: 100 Minutes

Unit I General English & General Awareness

20 Marks

Comprehension; Editing / Proof Reading; Rearranging of jumbled sentences; Narration; Modals; Articles; Paragraph writing with blanks to be filled in with Phrases, Pronouns and Homonyms/Homophones; Clauses; Punctuation; Synonyms & antonyms; Idioms & phrases; Uses of Prepositions; Active & Passive Voice; Tenses; Direct & indirect; Vocabulary; One word substitution.

Current Affairs; Indian Government Schemes; Indian Economics; Indian Geography; Indian History; Indian Polity; Indian Constitution; Jammu & Kashmir Reorganization Act-2019.

Unit II Reasoning Ability & Computer Applications

20 Marks

Number series; Letter series, Coding decoding; Direction sense; Blood relations; Mathematical reasoning; Statements and Conclusions; Logical Reasoning.

Basic Applications of Computer and its Components; Fundamentals of Computer Science; Hardware and Software; Input and Output Devices; Knowledge of MS Office, PDF, Internet and E-mail; Role of IT in Governance.

Unit III States of Matter & Chemical Bonding

20 Marks

Gaseous State: Ideal gas equation, deviation of gases from ideal behaviour, Van der Waals equation of state, PV isotherms of real gases, continuity of states, critical constants, law of corresponding states, reduced equation of state, liquefaction of gases, root mean square, average and most probable velocities, Maxwell's distribution of molecular velocities.

Liquid State: Viscosity and surface tension and factors affecting them.

Solid State: Amorphous and crystalline solids, crystal lattice, unit cell, symmetry elements, close packing, packing efficiency, point defects, laws of crystallography, Miller indices, interplanar distance, Bragg equation.

Chemical Bonding: Types of bonding, ionic and covalent bonding, Fajan's rules, dipole moment and applications, VSEPR theory, Valence Bond theory, hybridization, limitations of VB theory.

Unit IV General Organic Chemistry

20 Marks

Electron Displacement: Inductive, electromeric, resonance and hyperconjugation effects with applications.

Reactive Intermediates: Structure, generation and stability of carbocations, carbanions, free radicals, benzyne, carbenes and nitrenes.

Aromatic Compounds: Aromaticity, Huckel's rule and significance, molecular orbital description of benzene, aromaticity of non-benzenoid compounds such as pyrrole, thiophene, furan and aromatic ions.

Electrophilic Aromatic Substitution: Nitration, sulphonation, halogenation, Friedel-Crafts alkylation and acylation of benzene.

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Syllabi for Non-Teaching Positions advertised vide Notification No. 02-CUS of 2026 and 03-CUS of 2026, Dated: 14-03-2026

Unit V Laboratory Practices, Instruments & Safety

20 Marks

Principle and use of Colorimeter, Spectrophotometer, pH Meter, Chromatography, Conductometer, and Potentiometer.

Chemical hazards; Classification of laboratory reagents; Preparation of solutions and buffers; Handling of reagents and safety equipments; Waste disposal; Good Laboratory Practices (GLP).

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Syllabi for Non-Teaching Positions advertised vide Notification No. 02-CUS of 2026 and 03-CUS of 2026, Dated: 14-03-2026

Syllabus for the Objective Type Examination for Laboratory Assistant (Biochemistry)

Maximum Marks: 100

Time: 100 Minutes

Unit I General English & General Awareness

20 Marks

Comprehension; Editing / Proof Reading; Rearranging of jumbled sentences; Narration; Modals; Articles; Paragraph writing with blanks to be filled in with Phrases, Pronouns and Homonyms/Homophones; Clauses; Punctuation; Synonyms & antonyms; Idioms & phrases; Uses of Prepositions; Active & Passive Voice; Tenses; Direct & indirect; Vocabulary; One word substitution.

Current Affairs; Indian Government Schemes; Indian Economics; Indian Geography; Indian History; Indian Polity; Indian Constitution; Jammu & Kashmir Reorganization Act-2019.

Unit II Reasoning Ability & Computer Applications

20 Marks

Number series; Letter series, Coding decoding; Direction sense; Blood relations; Mathematical reasoning; Statements and Conclusions; Logical Reasoning.

Basic Applications of Computer and its Components; Fundamentals of Computer Science; Hardware and Software; Input and Output Devices; Knowledge of MS Office, PDF, Internet and E-mail; Role of IT in Governance.

Unit III Biomolecules, Enzymology & Metabolism

Biomolecules: Structure, classification and functions of carbohydrates, proteins, lipids and nucleic acids; amino acids and peptide bonds; levels of protein structure.

Enzymology and Metabolism: Nature and classification of enzymes; mechanism of enzyme action; factors affecting enzyme activity; enzyme kinetics; carbohydrate metabolism; lipid metabolism; protein metabolism; energy production.

Unit IV Molecular & Clinical Biochemistry

Molecular Biology: DNA structure and replication; RNA types and functions; transcription and translation; genetic code.

Clinical Biochemistry: Blood glucose and its regulation; liver and kidney function tests; lipid profile; importance of biochemical tests in disease diagnosis.

Unit V Laboratory Instruments, Techniques & Safety

Principle and use of light and electron microscope; colorimeter, spectrophotometer, centrifuge, pH meter, chromatography, electrophoresis and PCR; classification of laboratory reagents; preparation of solutions and buffers; sterilization methods. Chemical hazards; biological hazards; storage and handling of reagents and samples; waste disposal; handling of safety equipment; laboratory inventory management.

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Syllabi for Non-Teaching Positions advertised vide Notification No. 02-CUS of 2026 and 03-CUS of 2026, Dated: 14-03-2026

Syllabus for the Objective Type Examination for Laboratory Assistant (Zoology)

Maximum Marks: 100

Time: 100 Minutes

Unit I General English & General Awareness

20 Marks

Comprehension; Editing / Proof Reading; Rearranging of jumbled sentences; Narration; Modals; Articles; Paragraph writing with blanks to be filled in with Phrases, Pronouns and Homonyms/Homophones; Clauses; Punctuation; Synonyms & antonyms; Idioms & phrases; Uses of Prepositions; Active & Passive Voice; Tenses; Direct & indirect; Vocabulary; One word substitution.

Current Affairs; Indian Government Schemes; Indian Economics; Indian Geography; Indian History; Indian Polity; Indian Constitution; Jammu & Kashmir Reorganization Act-2019.

Unit II Reasoning Ability & Computer Applications

20 Marks

Number series; Letter series, Coding decoding; Direction sense; Blood relations; Mathematical reasoning; Statements and Conclusions; Logical Reasoning.

Basic Applications of Computer and its Components; Fundamentals of Computer Science; Hardware and Software; Input and Output Devices; Knowledge of MS Office, PDF, Internet and E-mail; Role of IT in Governance.

Unit III Animal Diversity, Cell Biology & Physiology

20 Marks

Classification and characteristics of non-chordates and chordates; comparative anatomy and basic taxonomy. Cell structure and organelles; prokaryotic and eukaryotic cells; cell membrane and transport; structure and functions of biomolecules. Digestive, respiratory, circulatory, excretory, nervous, endocrine and reproductive systems.

Unit IV Ecology, Conservation & Applied Zoology

20 Marks

Ecosystem structure and function; food chains and food webs; population and community ecology; biodiversity and conservation; wildlife of Jammu and Kashmir; wildlife conservation issues. Economic zoology (fisheries, sericulture, apiculture, lac culture); fish byproducts; applications of biotechnology.

Unit V Laboratory Practices, Instruments & Safety

20 Marks

Principle and use of Light and Electron Microscope, Colorimeter, Spectrophotometer, Centrifuge, pH Meter, Water Bath, Incubator, Chromatography, Electrophoresis, PCR, Sample Preservation Techniques; Histological Techniques.

Chemical hazards; Biological hazards; Classification of laboratory reagents; Preparation of solutions and buffers; Handling of reagents and safety equipments; Waste disposal; Good Laboratory Practices (GLP).

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Syllabi for Non-Teaching Positions advertised vide Notification No. 02-CUS of 2026 and 03-CUS of 2026, Dated: 14-03-2026

Syllabus for the Objective Type Examination for Laboratory Bearer (Geography, AI & ML, and Botany)

Maximum Marks: 100

Time: 100 Minutes

Unit I Basic English

20 Marks

Articles; Synonyms; Antonyms; Preposition; Verbs; Reading comprehension; Determiners; Spellings; Clauses; Punctuation; Synonyms & antonyms; Idioms & phrases; Active & Passive Voice; Sentences.

Unit II Numerical & Reasoning Ability

20 Marks

Percentage; Average; Ratio and Proportions; Time, Work and Distance; Problems on Ages; Probability; LCM and HCF; Analogies; Relationship Concepts; Odd One Out; Direction Sense; Figure Series Completion; Venn Diagram; Number Series; Coding and Decoding.

Unit III General Awareness & Sciences

20 Marks

General current events (National Level); Sports; Indian Culture; Indian History; Indian Geography; General Science; Health, Hygiene and Sanitation; History, Geography and Culture of Jammu and Kashmir (UT).

Unit IV Computer Applications

20 Marks

Basic Applications of Computer and its Components; Fundamentals of Computer Science; Hardware and Software; Input and Output Devices; Knowledge of MS Office, PDF, Internet and E-mail; Role of IT in Governance.

Unit V Laboratory Instrument & Sterilization

20 Marks

Volumetric apparatus: pipettes, Burettes, volumetric flasks, measuring cylinder; General principles and working of basic equipment (pH meter, Weighing Balance, Hot air oven, Water Bath, Incubator, Centrifuge); General Principles of Hygiene, Sterilization methods; Glassware & Plasticware Sterilization; Ethical and safety considerations; Laboratory waste (Biological & Chemical) and Treatment.

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29.06.26

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Syllabi for Non-Teaching Positions advertised vide Notification No. 02-CUS of
2026 and 03-CUS of 2026, Dated: 14-03-2026

Syllabus for the Objective Type Examination for Library Bearer

Maximum Marks: 100

Time: 100 Minutes

Unit I Basic English

20 Marks

Articles; Synonyms; Antonyms; Preposition; Verbs; Reading comprehension; Determiners; Spellings; Clauses; Punctuation; Synonyms & antonyms; Idioms & phrases; Active & Passive Voice; Sentences.

Unit II Numerical & Reasoning Ability

20 Marks

Percentage; Average; Ratio and Proportions; Time, Work and Distance; Problems on Ages; Probability; LCM and HCF; Analogies; Relationship Concepts; Odd One Out; Direction Sense; Figure Series Completion; Venn Diagram; Number Series; Coding and Decoding.

Unit III General Awareness & Sciences

20 Marks

General current events (National Level); Sports; Indian Culture; Indian History; Indian Geography; General Science; Health, Hygiene and Sanitation; History, Geography and Culture of Jammu and Kashmir (UT).

Unit III Library Basics

20 Marks

Types of libraries and features; Five Laws of Library Science; library legislation in India; digital libraries and IPR; major organizations—Indian Library Association, International Federation of Library Associations and Institutions, American Library Association.

Basics of classification and cataloguing: call number, class number, book number; purpose and types of classification; features of Dewey Decimal Classification, Universal Decimal Classification, Colon Classification; ISBD, ISBN, ISSN; library catalogue.

Collection and circulation: book selection tools and principles; print/non-print materials; document processing; basics of journals; circulation systems; stock verification methods.

Unit IV Basics of Information Sources & Reference Services

20 Marks

Information sources: meaning, types, and importance. Reference services: types (ready and long-range), CAS & SDI; Role and skills of a reference librarian; Types of dictionaries, encyclopaedias; geographical and biographical sources; indexing and abstracting sources; types of bibliographies.

Unit V ICT Basics

20 Marks

Library automation; technologies- barcode, RFID, QR code, biometric systems, smart cards (features & uses); Digital libraries and institutional repositories (national/institutional initiatives); Basics of computers (hardware & software); Internet & WWW, search engines, Data Security; Network Security; Firewalls; Anti-Virus Software.

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