



Central University of Kashmir
Nowgam Campus-II, Near Puhroo Crossing,
Nowgam Bypass, Srinagar-1900015 (J&K)

WRITTEN TEST FOR THE POST OF OFFICE ASSISTANT(Contractual)

Due to large number of applications received for the post of Office Assistant (contractual) advertised vide University Employment Notification No.06 of 2017, Dated:22/06/2017, a written test shall be conducted for short listing the candidates as per the following details.

Pattern of Question Paper & Syllabus for Written Test

Phase-(A)

1. Part A- 25%

General Knowledge, General Aptitude, General English, Current Affairs. etc.

2. Part B- 50%

(Domain Knowledge)

Questions related to Finance & Accounting(for M.Com. or related fields)

OR

Questions related to Computer Applications (for MCA/MSc.I.T./B.Tech.I.T./B.E computer Science applicants)

OR

Questions related to Office Management (for all other applicants)

Phase-(B)

3. Skill Test- 25%

- Skill Test shall be conducted for only those candidates who will qualify Phase-(A) with **60%** or more marks.
- Final merit list shall be arrived after combining the marks obtained under Phase-(A) & Phase-(B) together.
- All the candidates who qualify Phase-(A) with 60% or more marks shall have to appear for the Skill Test. However, If the number of candidates qualifying Phase-(A) are less than 10, then at least 10 candidates shall be short listed on the basis of merit in Phase-(A) for each post.

Sd/-
Registrar