

सीडीएफडी



डी एन ए फिंगरप्रिंटिंग एवं निदान केन्द्र

(जैव प्रौद्योगिकी विभाग, विज्ञान एवं प्रौद्योगिकी मंत्रालय, भारत सरकार का स्वायत्त संस्थान)

**CENTRE FOR DNA FINGERPRINTING AND DIAGNOSTICS**

(An autonomous institute of the Dept. of Biotechnology, Ministry of Science & Technology, Govt. of India)

**CDFD**

**ADVERTISEMENT NO.03/2020**

**SCHEME OF EXAMINATION AND SYLLABUS FOR THE FOLLOWING POSTS**

**1. Junior Managerial Assistant (Level – 5), Post Code No. 01 (EWS)**

Mode of Examination	Computer based online multiple choice examination or OMR based Written Test		
Medium of Questions	English		
Total No. of Questions	100		
Total Time allotted	02.00 hrs		
<b>SECTION – A</b>			
<b>Subject</b>	<b>No. of Questions</b>	<b>Marks per question</b>	<b>Maximum Marks</b>
General Intelligence	20	1	20
General English	20	1	20
General Awareness	20	1	20
General computer awareness	10	1	10
<b>SECTION – B</b>			
<b>Subject</b>	<b>No. of Questions</b>	<b>Marks per question</b>	<b>Maximum Marks</b>
Central Govt. rules and regulations	30	1	30

**Negative Marks:** ¼ mark will be deducted for each incorrect response.

**Standard and Syllabi of Examination:**

**Written Test:**

The standard of questions in the online examination or OMR based written test for Section A will be that of graduate level, except for General computer awareness. The syllabus for computer general awareness will be of 10<sup>th</sup> standard and for Section B, the questions would be related to Establishment and Administration Rules of Central Govt Departments.

Qualifying marks for written test : 60%.

*[Handwritten Signature]*  
17/8/2021

**Skill Test:**

**Typewriting English 30 wpm & Shorthand English 80 wpm.**

- (i) Typewriting English 30 wpm for 10 minutes duration. A passage of 300 words shall be given and the candidates are advised to type within 10 minutes on Computer.
- (ii) Shorthand English 80 wpm for 10 minutes. A passage consisting of 800 words will be given by the Invigilator. The candidates are required to transcript (including typing of the text on computer) within 60 minutes.

**2. Junior Assistant – II (Level – 2), Post Code Nos. 02 & 03 (EWS & UR)**

Mode of Examination	Computer based online multiple choice examination or OMR based Written Test		
Medium of Questions	English		
Total No. of Questions	100		
Total Time allotted	02.00 hrs		
<b>SECTION – A</b>			
<b>Subject</b>	<b>No. of Questions</b>	<b>Marks per question</b>	<b>Maximum Marks</b>
General Intelligence	30	1	30
General English	20	1	20
General Awareness	30	1	30
General computer awareness	10	1	10
<b>SECTION – B</b>			
<b>Subject</b>	<b>No. of Questions</b>	<b>Marks per question</b>	<b>Maximum Marks</b>
Central Govt. rules and regulations	10	1	10

**Negative Marks:** ¼ mark will be deducted for each incorrect response.

**Standard and Syllabi of Examination:**

**Written Test:**

The standard of questions in the online examination or OMR based written test for Section A will be that of 10+ 2 level, except for General computer awareness. The syllabus for computer general awareness will be of 10<sup>th</sup> standard and for Section B, the questions would be related to Establishment and Administration Rules of Central Govt Departments.

Qualifying marks for written test : 60%.

  
17/8

**Skill Test:**

**Typewriting English 35 wpm.**

- Typewriting English 35 wpm for 10 minutes duration. A passage of 350 words shall be given and the candidates are advised to type within 10 minutes on Computer.

**3. Skilled Work Assistant – II (Level-1), Post Code No. 04 (EWS)**

Mode of Examination	Computer based online multiple choice examination or OMR based Written Test		
Medium of Questions	English		
Total No. of Questions	100		
Total Time allotted	02.00 hrs		
<b>Subject</b>	<b>No. of Questions</b>	<b>Marks per question</b>	<b>Maximum Marks</b>
General Awareness	35	1	35
General English	15	1	15
Numerical/Analytical Ability	25	1	25
Test of Reasoning	25	1	25

**Negative Marks:**  $\frac{1}{4}$  mark will be deducted for each incorrect response.

**Standard of examination:** The standard of questions in the online examination will be that of matriculation level.

**General Instructions:**

**(1) Method of resolving the 'tie' for Written Test:**

- (a) Negative marks – the candidate who scores less negative marks in Section B will be considered first for Junior Managerial Assistant and Junior Assistant – II positions.
  - (b) Negative marks – the candidate who scores less negative marks will be considered first for Skilled Work Assistant – II position.
  - (c) Age : if the tie still exists, the older candidate will be considered first.
- (2) Final selection shall be based on the marks obtained in the written test subject to verification of original certificates and of the antecedents.
  - (3) All the candidates who score 60% and more in the written test will be called for the skill test as applicable to the respective posts.

- (4) As the Shorthand and Typewriting Tests are qualifying in nature, the candidates must qualify in these tests. However, marks secured in the skill test(s) are not added to the total marks to arrive at the merit ranking. Candidates not qualified in the shorthand and Typing Tests will not be considered for the merit list.
- (5) Written test and skill test will be conducted tentatively during the first week of October, 2021. The date of exam, timings and venue etc. shall be displayed on our Website one week in advance.



( जी रवीन्द्र ) 17/8

प्रमुख - प्रशासन

( G RAVINDAR )

Head – Administration

जी. रवीन्द्र / G. RAVINDAR

प्रमुख-प्रशासन / Head-Administration

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(शैव प्रौद्योगिकी विभाग, विज्ञान एवं प्रौद्योगिकी मंत्रालय, भारत सरकार)

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