Guidelines for Recruitment of Junior Assistant/ Library Assistant, Multi-Tasking Staff (MTS) Posts of Madhabdev University

1. **Selection Procedure:**

   Round 1: Written Test

   Round 2: Skill Test

   Round 3: Interview

   Out of total number of candidates who appear the Written Test, **5 candidates against 1 post** will be called for the Round 2 & 3. In Round 2, a panel of experts will evaluate the skills of the candidates. All candidates who appear Round 2, will be interviewed by the Selection Committee. The final selection list will be prepared by calculating the marks of all three rounds.

2. **Examination Pattern:**

   Junior Assistant/ Library Assistant

i) Written Test for one and half an hour duration	: 60 marks
ii) Computer skill test	: 20 marks
iii) Marks for experience of work in similar capacity	: 05 marks
iv) Interview	: 15 marks
Total	**: 100 marks**

   Multi-Tasking Staff (MTS)

i) Written Test for one and half an hour duration	: 60 marks
ii) Skill test	: 20 marks
iii) Marks for experience of work in similar capacity	: 05 marks
iv) Interview	: 15 marks
Total	**: 100 marks**

3. **Syllabus:**

   Junior Assistant/ Library Assistant Written Test

Sl. No.	Topic/Subject	No. of Questions	Marks per Question
1	Social Studies	10	1
2	General Knowledge	10	1
3	Logical Reasoning and Mental Ability	7	1

4	General Mathematics	8	1
5	General English	10	1
6	Writing Skill	3	5
Total Marks		**60**	

Multi-Tasking Staff (MTS) Written Test

Sl. No.	Topic/Subject	No. of Questions	Marks per Question
1	Social Studies	10	1
2	General Knowledge	20	1
3	Logical Reasoning and Mental Ability	10	1
4	General Mathematics	10	1
5	General English	10	1
Total		**60**	

Registrar
Madhabdev University