

BANARAS HINDU UNIVERSITY

Recruitment & Assessment Cell

Notice

All the candidates, who have applied for the post of **Junior Clerk (Post Code-50003) in the Administrative Sector, BHU** advertised vide Advt. No. 07/2024-2025, are hereby informed that Written Test (CBT) for recruitment of aforesaid post will be held during last week of the April, 2026. Mere appearance in the Written Test does not entitle a candidate to be considered for further process unless the candidate fulfils the eligibility conditions. **APPLICANTS MUST FULLY SATISFY THEMSELVES ABOUT THEIR ELIGIBILITY AS PRESCRIBED IN THE ADVERTISEMENT, BEFORE APPEARING IN THE TEST.** If an applicant is inadvertently allowed to appear at the Test who otherwise does not fulfil the minimum eligibility requirements, he/she cannot, at a later date, use that as a right to claim that he/she meets the eligibility requirements. The University reserves the right to cancel the candidature of a candidate/ or cancel the appointment if it is found that:

- i. Minimum eligibility requirements are not fulfilled.
- ii. False documentation has been done.
- iii. Any other similar valid reason.

Syllabus of the Written Test (Computer Based Test):

- ❖ Comprising 120 Multiple Choice Questions with the following components. The duration of the said test is 120 minutes (Two hours):

S. No.	Component/ Section	No. of Questions	Marks per Questions	Total Marks
1	General Awareness & Current Affairs	25	3	75
2	General Intelligence & Reasoning	25	3	75
3	Numerical Ability	25	3	75
4	Language Comprehension & Ability	25	3	75
5	Computer Proficiency	20	3	60
	Total	120		360

- ❖ The syllabus of the written test are as follows:

1. **General Awareness & Current Affairs:** National/International Events, History, Culture, Geography, Economics, Science, Polity, India and neighbouring countries, Static GK, Science and Technology, Current Affairs, etc.
2. **General Intelligence/Reasoning:** Analogies, Series, Coding-Decoding, Venn Diagrams, Analytical Reasoning. Spatial Orientation, Discrimination, Problem Solving, Indexing, Critical Thinking, Observation, Symbolic/Number Classification, Word Building, Space Visualisation, Statement Conclusion, Non-Verbal Series, Semantic Classification, Emotional and Social Intelligence, Relationship Concepts, Syllogistic Reasoning, etc.
3. **Numerical Ability:** Number System, Algebra, Arithmetic, Geometry, Statistics, Discount, Averages, Circle and its chords, Trigonometric ratio, Angles subtended by chords of a circle, etc.
4. **Language Comprehension & Ability-** Idioms and Phrases, Sentence Correction, Sentence Improvement, Active and Passive Voice, Error Spotting, Reading Comprehension, Fill in the Blanks, One Word Substitution, Cloze Test, Sentence Rearrangement, Direct and Indirect Speech, Synonyms and Antonyms, Spelling Correction etc.

वाचन comprehension, अकारादि स्त्रीलिंग, समास, विलोम शब्द, पर्यायवाची शब्द, त्रुटि सुधार, वाक्य निर्माण, अपठित गद्यांश, मुहावरे और लोकोक्तियाँ आदि.

5. **Computer Proficiency-** Organization of a Computer, Central Processing Unit (CPU), Input and Output Devices, Computer Memory, Memory Organization, Backup Devices, PORTs, Windows Explorer, Web Browsing and Searching, Downloading and Uploading, Managing an E-mail Account, E-Banking, Social Networking, Knowledge of e-governance, Digital Financial Tools and Applications, Introduction to IT, Future Skills and Cyber Security Overview etc.

- ❖ The question paper will be bilingual except for the Language component.
- ❖ **Three (3) marks shall be awarded for each correct answer. There will be negative marking, and one (1) mark will be deducted for each incorrect answer.**

Computer Typing Test (Skill Test)- The Computer Typing Test (Skill test) will have the following features-

1. It will be conducted online immediately after the Computer-Based Test on the same date and venue.
2. It will be bilingual. The candidate shall have to choose either Hindi or English for the Typing Test.
3. The total time shall be 15 minutes. A candidate who achieves a typing speed of 30 words per minute in English or a typing speed of 25 words per minute in Hindi will be considered as qualified the Computer Typing Test.
4. **Evaluation of answers in the CBT shall be done only for those candidates who qualify in the Computer Typing Test.**

NOTE:

- 1) The tentative date of Written Test (CBT) is expected to schedule in the last week of April, 2026. The admit card will be released shortly.
- 2) Since, there is no interview to be held for the post, final selection shall be made based on the score obtained in the CBT for those candidates who have successfully qualified the Computer Typing Test subject to the final verification of Mark-sheets/Degrees /Certificates etc.
- 3) There will be minimum qualifying marks in the CBT for the appointment to different posts of Junior Clerk. The minimum percentage marks for the General and OBC candidate will be 35% of the total CBT score i.e. 126 out of 360 and the minimum marks for the SC, ST and PwBD candidates shall be 25% of the total CBT score i.e. 90 out of 360. However, the Vice-Chancellor, warranted by a certain condition, may review the minimum marks for selection. In the event of a tie, when two candidates obtain equal marks in the CBT, the senior candidate in age shall be treated as higher in merit.

Deputy Registrar
(Recruitment & Assessment Cell)