

**SELECTION CRITERIA FOR FILLING UP OF NON-TEACHING POSTS VIDE
ADVERTISEMENT No. DSNLU/NTS-01/2026 dated 03-02-2026**

1. Selection Process Criteria:

The process consists of evaluation of academic record and a written examination as detailed below for short-listing of candidates for interviews.

STAGE	SELECTION	TYPE	MARKS	DURATION (90 Mins)
Stage -1.1 Written Examination	Written Examination Part-A: General Aptitude & English Language (20-MCQs – 20marks) Part-B: Professional Knowledge (20-MCQs-20 marks) Part-C: Computer Proficiency/Knowledge (CPT) (10 MCQs – 10 marks) Part-D: Drafting/Office Note/ Problem/ Case Study (Descriptive answers not exceeding 150 words- 2 questions @ 5 marks each)	MCQs	60 (20+20+10+10)	90 Mins
Stage – 1.2 Academics	Based on Academic Record	-	20	
Stage-2 Interview Process	Personal Interview	Interactive Oral	20	-

CPT Focus: Working knowledge of MS Office (Tally/ERP, MS Excel (VLOOKUP, Pivot Tables), and Word.

2. Indicative Syllabus

Part A: General Aptitude & Office Procedure (20 MCQs)

- a) **General English:** Grammar, comprehension, and basic office drafting.
- b) **Reasoning & Arithmetic:** Data interpretation, interest, ratios, and logical reasoning.
- c) **Service Rules (Basics):** Fundamental Rules (FR) & Supplementary Rules (SR), Leave Rules, and New Pension Scheme (NPS).
- d) **Law University Context:** RTI Act 2005 and basic awareness of the University's own Act/Statutes.

Part B: Professional Knowledge (Core in Domain) (20 MCQs)

1. **For Example, model questions in Finance & Accounting:**
 - a) Double Entry Bookkeeping, Ledger posting, and Trial Balance.
 - b) Preparation of **Receipts & Payments A/c** and **Income & Expenditure A/c** (standard for educational institutions).
 - c) Bank Reconciliation Statements (BRS) and Depreciation.

2. **Government Financial Regulations:**
 - a) **General Financial Rules (GFR 2017/2024):** Rules for purchase of goods, e-procurement, and GeM.
 - b) **Grants-in-Aid:** Handling UGC grants and State government funding.
3. **Taxation & Payroll:**
 - a) **Income Tax:** Calculation of Salary income, Standard Deduction, and TDS (Form 16).
 - b) **GST:** Basic concepts, GST on university services (renting/mementoes), and Input Tax Credit.
4. **Audit:** Basic principles of Vouching, Internal Audit, and Physical Verification of Assets.

3. Model Question Paper (Sample Questions)

Section-1: Accountancy & Finance (MCQ)

Q1. In a University, "Caution Money" received from students is treated as:

- (a) Revenue Income (b) Capital Expenditure (c) Current Liability (d) Deferred Revenue
Ans: (c) Current Liability (as it is refundable).

Q2. Under GFR, purchase of goods up to what value can be made without inviting quotations?

- (a) ₹5,000 (b) ₹25,000 (c) ₹50,000 (d) ₹1,00,000
Ans: (b) ₹25,000 (As per standard GFR 154, subject to specific University amendments).

Q3. Which of the following is NOT a 'Capital Receipt' for a Law University?

- (a) Grant for Construction of a Library. (b) Sale of old furniture. (c) Fees collected for a 1-day seminar. (d) Endowment fund for a Gold Medal.
Ans: (c) Fees collected for a 1-day seminar. (Seminar Fees are Revenue Receipts)

Section-2: Office Procedure & Service Rules

Q4. What is the maximum number of Earned Leaves (EL) that can be accumulated by a permanent employee?

- (a) 180 Days (b) 240 Days (c) 300 Days (d) No limit
Ans: (c) 300 Days.

Q5. The "Samarth Portal" is primarily used in Indian Universities for:

- (a) Legal research only. (b) Integrated University Management (Payroll, Admissions, etc.). (c) Organizing Moot Courts. (d) Connecting with the High Court.
Ans: (b)

Section-3: Computer Proficiency: Practical Knowledge in MS office (10 MCQs)

Q1. Which of the following are the input devices that enable direct data entry into a computer system from source documents?

- a) System Access devices b) Data acquiring devices c) Data retrieving devices d) Data Scanning devices

Q2 Which of the following package allows individuals to use personal computers for storing and retrieving their personal information?

- a) Personal assistance package b) Graphics package c) Spreadsheet package d) Animation package