



SHRI VISHWAKARMA SKILL UNIVERSITY

(State University enacted under the Government of Haryana Act 25, 2016)

1. Advertise no: SVSU/2020/Estt. /NT A&B/009

(a) Name of Posts: -

Deputy Training & Placement Officer, Deputy Director(Sport), Deputy Director (Industry Integration Cell), Public Relation Officer, Assistant Registrar and Superintendent.

Format for test:

Section	A	B	C
Details	Indian Education System, NEP 2020	Domain Knowledge	General Knowledge/English/Reasoning
Marks	30	30	40
Number of Question	30	30	40



SYLLABUS FOR THE POST OF ASSISTANT REGISTRAR/ SUPERINTENDENT

Section-A

30 Marks

Higher Education System: Governance, Policy and Administration

Structure of the institutions for higher learning and research in India; formal and distance education; professional/technical and general education; value education; governance, Skill Education, Vocational Education system, Community College, NSQF, Credit system, Regulatory bodies like AICTE/UGC system Accreditations.

Section-B

30 Marks

Indian Universities and their Administration

Types of Universities, Role of Government in Universities, Administrative Hierarchy, Administrative Branches and their functions, Functions of Statutory Officers, University Accounting and Audit System.

The candidates are expected to have the knowledge of the following rules:

- The University Employees (Terms and Conditions) of Service.
- The University Act, Statutes and Ordinance.
- Regulations related to various University Examinations and Courses of Study.
- The Recruitment Rules (Non-Teaching Employees).
- Fundamental and Supplementary Rules.
- State Civil Services Rules-2016.
- Reservations and Concessions for SC, ST, OBC, PH etc.
- General Financial Rules.
- CCS (Leaves Rules).
- Budget and Accounts.
- The Right to Information Act, 2005.
- NAPS, Apprenticeship Act 1961, NEEM



Section-C

40 Marks

General English of Graduation Level

Verb, Subject-Verb Agreement, Error Correction, Tenses, Sentence Rearrangement, Adverb, Comprehension, Articles, Grammar, Fill in the Blanks, Unseen Passages, Synonyms, Vocabulary, Idioms & Phrases, Antonyms etc, Proficiency in Hindi and English Language including Translation from English to Hindi & Hindi to English.

General Aptitude

Number System, Percentages, Decimal & Fractions, Average, Simplification, Problems on Ages, Profit and Loss, Time and Work, Ratio and Proportions, Time and Distance, HCF & LCM, Simple & Compound Interest, Data Interpretation etc. Number Series, Coding-Decoding, Non-Verbal Series, Number Ranking, Alphabet Series, Directions, Analogy, Arithmetical Reasoning, Blood Relations, Decision Making, Mirror Images, Clocks & Calendars, Cubes and Dice, Embedded Figures etc.

General Knowledge including fundamental knowledge of computers and Awareness about Haryana

Questions will be designed to test the ability of the candidate's General Knowledge viz. General Science and Technology, computer and its application, Internet, current events of national and international importance, Constitution of India, Indian Freedom struggle, Indian History, Indian Geography, Important Financial & Economic policy, Budget, Sports, International and National Organizations and General Awareness about Haryana etc.



SYLLABUS FOR THE POST OF DEPUTY DIRECTOR INDUSTRY INTIGRATION CELL & DEPUTY TRANING & PLACEMENT OFFICRS

Section-A

30 Marks

Higher Education System: Governance, Policy and Administration

Structure of the institutions for higher learning and research in India; formal and distance education; professional/technical and general education; value education; governance, Skill Education, Vocational Education system, Community College, NSQF , Credit system, Regulatory bodies like AICTE/UGC system etc.

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- The University Act, Statutes and Ordinance.
- NAPS, Apprenticeship Act 1961, NEEM
- National Education Policy 2020
- Internationalization of Higher and Vocational Education

Section B

30 Marks

- Institutional design,
- Recruitment and Selection;
- Training and Development;
- Ethics and Governance,
- Compensation Management,
- Organizational Behaviour,
- Organizational Development,
- HR Analytics,
- Contemporary Issues in Human Resource Management



Section-C

40 Marks

General English of Graduation Level

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SYLLABUS FOR THE POST OF DEPUTY DIRECTOR OF SPORTS

Section-A

30 Marks

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Structure of the institutions for higher learning and research in India; formal and distance education; professional/technical and general education; value education; governance, Skill Education, Vocational Education system, Community College, NSQF, Credit system, Regulatory bodies like AICTE/UGC system etc.

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Section B

30 Marks

History of Sports and Physical Education in India.

- Olympic Movement.
- Sports, Tournaments, Personalities.
- Emerging Trends in sports.
- Policies and schemes – Ministry of Sports and Youth Affairs, Sports Authority of India.
- Physical Activity and Hypokinetic Disease.
- World Anti-doping Agency (WADA)
- National Anti-Doping Agency (NADA)
- Information and Communication Technology.
- Basic Legal Awareness.



- Anatomy and Physiology.
- Kinesiology and correctives in physical education.
- Sports Psychology.
- Sports Medicine rehabilitation in sports.
- Health Education and Nutrition.
- Sports training and rules of games & Sports.
- Research & Statistics.
- Measurements and evaluation in Physical Education & sports.
- Management in Physical Education & Sports.

Section-C

40 Marks

General English of Graduation Level

Verb, Subject-Verb Agreement, Error Correction, Tenses, Sentence Rearrangement, Adverb, Comprehension, Articles, Grammar, Fill in the Blanks, Unseen Passages, Synonyms, Vocabulary, Idioms & Phrases, Antonyms etc,

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SYLLABUS FOR THE POST OF PUBLIC RELATION OFFICER

Section-A

30 Marks

Higher Education System: Governance, Policy and Administration

Structure of the institutions for higher learning and research in India; formal and distance education; professional/technical and general education; value education; governance, Skill Education, Vocational Education system, Community College, NSQF, Credit system, Regulatory bodies like AICTE/UGC system etc.

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- National Education Policy 2020
- Internationalization of Higher and Vocational Education

Section-B

30 Marks

Domain Knowledge

(A) Salient features of Indian Constitution, fundamental rights and duties, parliament and state legislative assemblies and councils, rural development and Panchayati Raj, Right to Education, Various developmental schemes of Government of Haryana and India

(B) Concept of news, news value, essential of news writing, news story structure, inverted pyramid, various types of reporting. Feature – Concept and meaning, special article, success story, features syndicates. Photo journalism, pictures, selection and editing, writing captions.

(C) Characteristics of various media – traditional, print, electronic & new media and their role in public awareness. Historical development of journalism in Haryana, General principals of writing for electronic media, news portal, blogs, definition and characteristics of online media, interactivity



and new media. Important laws relating to media –Law of Defamation, Press and Registration of Books Act, Copyright Act, Press Council Act, RTI.

(D) Concept of Public Relations, purpose, elements, tools and functions, publicity, propaganda, advertising, structure and working of Public Relations Departments of State Government, media planning, PR in crisis management. Organizing press conferences and tours, press briefings, VVIP visits, preparing PR campaigns.

Section-C

40 Marks

General English of Graduation Level

Verb, Subject-Verb Agreement, Error Correction, Tenses, Sentence Rearrangement, Adverb, Comprehension, Articles, Grammar, Fill in the Blanks, Unseen Passages, Synonyms, Vocabulary, Idioms & Phrases, Antonyms etc, Proficiency in Hindi and English Language including Translation from English to Hindi & Hindi to English.

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B. Name of Post: -

Resident Medical Officer, Hindi Officer, Law Officer and Guest House/Hospitality Manager.

Format for test: -

Section	A	B
Details	Domain	GK/Eng./Reasoning
Marks	70	30
No. of Question	70	30



SYLLABUS FOR THE POST OF RESIDENT MEDICAL OFFICER

Section-A

70 Marks

A) General Medicine

(i) Cardiology (ii) Respiratory diseases (iii) Gastro-intestinal (iv) Genito-Urinary (v) Neurology (vi) Hematology (vii) Endocrinology (viii) Metabolic disorders (ix) Infections/Communicable Diseases a) Virus b) Ricketts c) Bacterial d) Spirochetal e) Protozoan f) Metazoan g) Fungus (x) Nutrition/Growth (xi) Diseases of the skin (Dermatology) (xii) Musculoskeletal System (xiii) Psychiatry (xiv) General (xv) Emergency Medicine (xvi) Common Poisoning (xvii) Snake bite (xviii) Tropical Medicine (xix) Critical Care Medicine (xx) Emphasis on medical procedures (xxi) Patho physiological basis of diseases (xxii) Vaccines preventable diseases and Non vaccines preventable diseases (xxiii) Vitamin deficiency diseases (xxiv) In psychiatry include – Depression, psychosis, anxiety, bipolar diseases and Schizophrenia

B) Paediatrics

(i) Common childhood emergencies, (ii) Basic newborn care, (iii) Normal developmental milestones, (iv) Accidents and poisonings in children, (v) Birth defects and counseling including autism, (vi) Immunization in children, (vii) Recognizing children with special needs and management, and (viii) National programmes related to child health.

C) Surgery (Surgery including ENT, Ophthalmology, Traumatology and Orthopaedics)

(I) General Surgery i) Wounds ii) Infections iii) Tumours iv) Lymphatic v) Blood vessels vi) Cysts/sinuses vii) Head and neck viii) Breast ix) Alimentary tract a) Oesophagus b) Stomach c) Intestines d) Anus e) Developmental x) Liver, Bile, Pancreas xi) Spleen xii) Peritoneum xiii) Abdominal wall xiv) Abdominal injuries

(II) Urological Surgery (III) Neuro Surgery (IV) Otorhinolaryngology E.N.T. (V) Thoracic surgery (VI) Orthopedic surgery (VII) Ophthalmology (VIII) Anesthesiology (IX) Traumatology (X) Diagnosis and management of common surgical ailments (XI) Pre-operative and post-operative care of surgical patients (XII) Medicolegal and ethical issues of surgery (XIII) Wound healing (XIV) Fluid and electrolyte management in surgery (XV) Shock patho-physiology and management.

D) PREVENTIVE SOCIAL AND COMMUNITY MEDICINE

(I) Social and Community Medicine (II) Concept of Health, Disease and Preventive Medicine (III) Health Administration and Planning (IV) General Epidemiology (V) Demography and Health Statistics (VI) Communicable Diseases (VII) Environmental Health (VIII) Nutrition and Health (IX) Non-communicable diseases (X) Occupational Health (XI) Genetics and Health (XII) International Health (XIII) Medical Sociology (XIV) International Health and Health



Education XIV Maternal and Child Health (XV) National Programmes (XVI) Management of common health problems (XVII) Ability to monitor national health programmes (XVIII) Knowledge of maternal and child wellness (XIX) Ability to recognize, investigate, report, plan and manage community health problems including malnutrition and emergencies.

Section-B

30 Marks

General English of Graduation Level

Verb, Subject-Verb Agreement, Error Correction, Tenses, Sentence Rearrangement, Adverb, Comprehension, Articles, Grammar, Fill in the Blanks, Unseen Passages, Synonyms, Vocabulary, Idioms & Phrases, Antonyms etc,

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SYLLABUS FOR THE POST OF LAW OFFICER

Section-A

70 Marks

Aptitude of Law

CPC, Indian contract Act, Indian Evidence Act, IPC, Cr.PC, Sales and goods act Constitutional Law, Administrative Law, Taxation Law, Corporate Law, Business Law, International Law, Labour Law, Real Estate Law, Intellectual property /Patent Law, Apprenticeship Act-1961, Prevention of Corruption Act, CVC Act ,Civil Procedure code, Law of Evidence, Law of Limitations, Law of registration, The Indian Penal Code, The Indian Evidence Act.

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Section-B

30 Marks

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General Aptitude

Data Interpretation etc. Number Series, Coding-Decoding, Non-Verbal Series, Number Ranking, Alphabet Series, Directions, Analogy, Arithmetical Reasoning, Blood Relations, Decision Making, Mirror Images, Clocks & Calendars, Cubes and Dice, Embedded Figures etc.

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SYLLABUS THE POST OF GUEST HOUSE/HOSPITALITY MANAGER

Section-A

70 Marks

Domain Knowledge

Aims & ; Objectives of Cooking Food, Methods of Cooking, Fuels Used, Food Hazards and Risks, Departmental Organization and Staffing, Necessary Food Certifications and Licenses Such as FSSAI etc., Non Alcoholic Beverages, Knowledge of Kitchen & Services, Ingredients and Equipment's, Procurement of Raw Material, Methods of Purchase, Storage-Dry and Cold, Cost Control, Food Costs, Sales Control, Food Safety & Quality, Menu Planning, Knowledge of Food (Indian, Chinese and Continental-Basic Recipes), Nutritional Value of Food, Safety & Security, Food Service Methods, Types of Services, Restaurant & Buffet layouts, Fire Prevention and Fire Fighting Systems in Guest Houses/ Supplementary Accommodation, Waste Disposal, Manpower Planning, Maintenance, Electricity & Water Systems, Property Management Systems Accommodation Operations & Management, Room Cleaning & Servicing, Guest Room Supplies & Inventory, Linen & Linen Management, Uniforms, Laundry Operations and Sourcing, Pests & their Control, Cleaning Equipment's and agents, Budget & Budgetary Controls. Records & Registers, Guest Booking, Registration, Arrival Welcome & Check In, Billing Check Out Formalities Handling & Coordinating with VIP's Employee Training & Development, SOP's for Operations.

Section-B

30 Marks

General English of Graduation Level

Verb, Subject-Verb Agreement, Error Correction, Tenses, Sentence Rearrangement, Adverb, Comprehension, Articles, Grammar, Fill in the Blanks, Unseen Passages, Synonyms, Vocabulary, Idioms & Phrases, Antonyms etc,

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SYLLABUS FOR THE POST OF HINDI OFFICER

Section-A

70 Marks

OBJECTIVE

(a) **Hindi Grammer:**

- 1 शब्द रचना सन्धि एवं सन्धि विच्छेद समास उपसर्ग प्रत्यय
2. शब्द प्रकार (क) तत्सम अर्द्धवत्सम तद्भव, देशज विदेशी
(ख) संज्ञा, सर्वनाम, विशेषण, क्रिया, अव्यय (क्रिया विशेषण सम्बन्ध सूचक विस्मयबोधक निपात)
3. शब्द ज्ञान पर्यायवाची, विलोम शब्द युग्मों का अर्थ भेद के लिए सार्थक शब्द समभुत भिन्नार्थक शब्द समानार्थी शब्दों का विवेक, उपयुक्त शब्द चयन सम्बन्धवाची शब्दावली
- 4 शब्द शुद्धि
5. व्याकरणिक कोटियों परसर्ग, लिंग, वचन, पुरुष, काल वृत्ति पक्ष वाच्य
- 6 वाक्य रचना ।
र वाक्य शुद्धि
- B. विराम चिह्ने का प्रयोग
9. मुहावरे / लोकोक्तियों
- 10 पारिभाषिक शब्दावली प्रशासनिक विधिक (विशेषतः)

(b) Official language Act, Provisions, Policy, Incentives, Imparting of Hindi training, terminology from Hindi to English & vice versa. Committees, Inspection, Chronology of Hindi as an official language in India, Annual targets for Hindi implementation, Knowledge of Hindi softwares, etc., and Administrative Knowledge (Office Procedure & Management)

(c) An Essay in Hindi

Note: The level of the paper will be consistent with the educational qualifications prescribed.



Section-B

30 Marks

General Aptitude

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