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:

<table>
<thead>
<tr>
<th>Section</th>
<th>A</th>
<th>B</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Details</td>
<td>Indian Education System, NEP 2020</td>
<td>Domain Knowledge</td>
<td>General Knowledge/English/Reasoning</td>
</tr>
<tr>
<td>Marks</td>
<td>30</td>
<td>30</td>
<td>40</td>
</tr>
<tr>
<td>Number of Question</td>
<td>30</td>
<td>30</td>
<td>40</td>
</tr>
</tbody>
</table>
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 Coursed 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 INTEGRATION CELL & DEPUTY TRAINING & PLACEMENT OFFICERS

Section-A

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.

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

Section B

- 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

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.,

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 OF SPORTS

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.

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

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.

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 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.

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.
• NAPS, Apprenticeship Act 1961, NEEM
• 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

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.
B. Name of Post: -  
Resident Medical Officer, Hindi Officer, Law Officer and Guest House/Hospitality Manager.

Format for test: -

<table>
<thead>
<tr>
<th>Section</th>
<th>A</th>
<th>B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Details</td>
<td>Domain</td>
<td>GK/Eng./Reasoning</td>
</tr>
<tr>
<td>Marks</td>
<td>70</td>
<td>30</td>
</tr>
<tr>
<td>No. of Question</td>
<td>70</td>
<td>30</td>
</tr>
</tbody>
</table>
SYLLABUS FOR THE POST OF RESIDENT MEDICAL OFFICER

Section-A 70 Marks

A) General Medicine


B) Paediatrics


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


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,

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 LAW OFFICER

Section-A  

Aptitude of Law

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 Universities Act, Statutes and Ordinances.
• The Recruitment Rules (Non-Teaching Employees).
• State Civil Services Rule-2016
• General Financial Rules
• Budget and Accounts.
• The Right to Information Act, 2005.

Section-B  

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,

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.

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 THE POST OF GUEST HOUSE/HOSPITALITY MANAGER

Section-A 70 Marks

Domain Knowledge

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,

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 HINDI OFFICER

Section-A 70 Marks

OBJECTIVE

(a) Hindi Grammar:

1. शब्द रचना सन्धि एवं सन्धि विच्छेद समास उपसर्ग प्रत्यय

2. शब्द प्रकार (क) तत्सम अर्द्ववस्तम तद्वव, देशज विद्वेशी

(ख) संज्ञा, सर्वनाम, विशेषण, क्रिया, अव्यय (क्रिया विशेषण सम्बन्ध सूचक विश्वयबोधक निपात)

3. शब्द ज्ञान पर्यायवाची, विलोम शब्द गुणों का अर्थ भेद के लिए सार्थक शब्द सम्बन्ध भिन्नरूपक शब्द समानार्थी शब्दों का विवेक, उपयुक्त शब्द चयन सम्बन्धवाची शब्दावली

4. शब्द शुद्धि

5. व्याकरणिक कोटियों परसर्ग, लिंग, वचन, पुरुष, काल वृति पक्ष वाच्य

6. वाक्य रचना।

र वाक्य शुद्धि

B. विराम चिह्नों 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

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.