

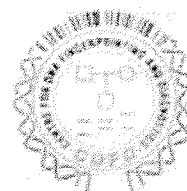
सीडीएफडी

डी एन ए फिंगरप्रिंटिंग एवं निदान केन्द्र

(जैव प्रौद्योगिकी विभाग, विज्ञान एवं प्रौद्योगिकी मंत्रालय, भारत सरकार का स्वायत्त संस्थान)

CENTRE FOR DNA FINGERPRINTING AND DIAGNOSTICS

(An autonomous institute of the Dept. of Biotechnology, Ministry of Science & Technology, Govt. of India)



CDFD

ADVERTISEMENT NO. 04/2024

SCHEME OF EXAMINATION AND SYLLABUS

The scheme of examination and syllabus for the posts of Junior Managerial Assistant (UR) (Code No. 4), shall consists of the following:

JUNIOR MANAGERIAL ASSISTANT – II (UR)

Part – I : Written Test

Mode of Examination	Offline examination English 100 (Multiple Choice Questions) 02.00 hrs.		
Medium of Questions			
Total No. of Questions			
Total Time allotted			
SECTION – A			
Subject	No. of Questions	Marks per question	Maximum Marks
General Intelligence	20	1	20
General English	20	1	20
General Awareness	20	1	20
General Computer Awareness	10	1	10
SECTION – B			
Subject	No. of Questions	Marks per question	Maximum Marks
Central Govt. rules and regulations	30	1	30

Negative Marks: ¼ mark will be deducted for each incorrect response.

Standard and syllabi of examination:

The standard of questions in the offline examination for **SECTION-A** will be that of 10+2 level, except for General Computer Awareness. The syllabus for General Computer Awareness will be of 10th standard and for **SECTION-B**, the questions would be related to Establishment and Administration Rules of Central Govt. Departments.

Part – II : Skill Test

SECTION – C : Shorthand English 80 wpm

Maximum Marks : 100

Dictation : 10 minutes (80 wpm)

Time for transcription on Computer : 60 minutes

SECTION – D

Maximum Marks : 100

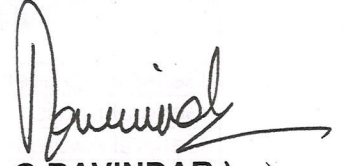
Typewriting English 30 wpm for 10 minutes duration. A passage of 300 words shall be given and the candidates are advised to type within 10 minutes on Computer.

General Conditions:

- 1) The original certificates / documents shall be verified and returned before commencing the Written Test.
- 2) The candidates who are unable to produce the Original Certificates / documents will not be permitted to write the Written Test.
- 3) Minimum qualifying marks for each post for General Category is 50% and for SC/ST are 40%.
- 4) The qualifying test such as Shorthand, Typewriting tests will be conducted after the Written Test.
- 5) As the Typewriting and Shorthand Tests are qualifying in nature, the candidates must qualify in the test. However, marks secured in the skill test(s) are not added to the total marks to arrive at the merit ranking.
- 6) The final selection of the candidate will be based on the marks secured in the Written test subject to verification of original documents, caste certificate if applicable and antecedent verification.

Method of resolving the 'tie' for Written Test:

1. Negative marks: The candidate who scores less negative marks will be considered first for ranking.
2. Age : If the tie still exists, the older candidate will be considered first.



(जी रवीन्दर / G RAVINDAR)

प्रमुख – प्रशासन / Head – Administration

Date : 20.05.2025

जी. रवीन्दर/G. RAVINDAR
प्रमुख-प्रशासन / Head-Administration
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