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DAVANGERE UNIVERSITY

VISHWAVIDYANILAYA KARYALAYA, SHIVAGANGOTRI,

DAVANGERE – 577 007. KARNATAKA. Office: 08192-208029, Fax: 08192-208008

No:DUD:REG-PS:2022-23/

Date:03-03-2023

**Syllabus for the Written Examinations for Non-Teaching Posts
(Assistant Registrar & Office Superintendent)**

Topics and Weightages

Sl. No	Topics	Weightage (in percentage)
1.	Higher Education in India	10
2.	The Karnataka Civil Services Rules (KCSR)	10
3.	General Knowledge and Current Affairs	30
4.	Reasoning and Numerical Aptitude	20
5.	Computers and Information Technology	10
6.	General English	10
7.	Kannada	10
Total		100

Detailed Syllabus

Sl. No	Topics
Higher Education in India	
1.	History of Higher Education
2.	Ministry of Education
3.	UGC and other related bodies and agencies
4.	Relevant Acts, Regulations, Guidelines, etc
5.	Relevant governmental schemes and programs
The Karnataka Civil Services Rules (KCSR)	
6.	Definitions
7.	Lien on Appointment and Admissibility of Allowances
8.	Chapter III (Regulation of Emoluments)
9.	Chapter VII (Joining Time)
10.	Chapter IX (Compulsory Retirement)
11.	Chapter X (Dismissal, Removal and Suspension)
12.	PART III - Leave

General Knowledge and Current Affairs	
1.	History
2.	Education Sector
3.	Art and Literature
4.	Sports
5.	Indian Constitution
6.	Legislation and Justice System
7.	Political System
8.	Financial System
9.	Current Affairs
Reasoning and Numerical Aptitude	
1.	General Reasoning
2.	Abstract Reasoning
3.	Percentages, Ratios and Proportions
4.	Profit, Loss and Discounts
5.	Simple and Compound Interest
Computers and Information Technology	
1.	History of Computers and Information Technology
2.	Input and Output Devices
3.	Hardware and Software
4.	Windows Operating System
5.	MS Office
6.	IT Terminology and Services
General English	
1.	Grammar
2.	Sentence arrangement
3.	Spotting the errors
4.	Double Fillers (Sentence completion)
5.	Phrase Replacement
Kannada	
1.	Grammar
2.	Sentence arrangement
3.	Spotting the errors
4.	Double Fillers (Sentence completion)
5.	Phrase Replacement

Syllabus for First Division Assistant (FDA)

Paper-I.- General Knowledge

(Maximum Marks-100)

- General Knowledge of Topics relating to Current Events.
- General Sciences.
- Geography.
- Social Sciences.
- Indian Society and its Dynamics.
- Indian and Karnataka History.
- Indian Constitution and Public Administration.

- (h) Practical Knowledge and Mental Ability (SSLC Level).
- (i) Social and Cultural History of Karnataka.
- (j) Land Reforms and Social Changes in Karnataka after Independence.
- (k) Karnataka's Economy: Its strength and Weakness; Present Status.
- (l) Rural Development, Panchayat Raj Institutions and Rural Co-operatives.
- (m) Role of Science and Technology for effective administration of Karnataka.
- (n) Environmental Problems and the Development Issues of Karnataka.
- (o) Mental ability

Paper-II.

(Maximum Marks-100)

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| (a) | General Kannada | (Maximum marks-35) |
| (b) | General English | (Maximum marks-35) |
| (c) | Computer Knowledge | (Maximum marks-30) |

Note:

1. Separate sets of Question Papers will be prepared for Assistant Registrar, Office Superintendent and FDA cadres in Multiple Choice Questions (MCQs) format;
2. Weightages have been given only in order to provide the applicants with a general idea. However, there may not be equal distribution of questions within a particular field or topic;
3. Each question carries 2 marks;
4. Every wrong answer will result in a negative mark of 0.5;
5. Unanswered questions will not carry any negative marks; and
6. Overwriting and choosing the multiple options for a question will carry no marks.