

NATIONAL COUNCIL FOR COOPERATIVE TRAINING

IMPORTANT RECRUITMENT NOTICE

Reference is invited to detailed vacancy notice for making recruitment on direct recruitment basis in various grades in National Council for Cooperative Training for which online applications were invited by C-DAC. All applicants who have applied for all those posts may note that Annexure-II of the aforesaid detailed vacancy notice is hereby revised. It is further informed that the written examination in respect of all grades will be conducted on the basis of objective type questions only, mainly consisting of Reasoning, General Awareness, Numerical Aptitude and English Language. In respect of technical posts viz. Library and Information Assistant and Building Overseer cum Caretaker, there will be a part of objective type questions for the relevant subject along with the aforesaid questions in the question papers. The questions will be of appropriate level, commensurate with the minimum qualification prescribed for various posts as published in the aforesaid vacancy notice. There will be no change in the rest of the pattern of examination for short hand and typing test.

Pattern of Written Exam for the post of Library & Information Assistant

S. NO	Topics	No. of Questions	Marks	Duration
1.	Reasoning	25	25	2 ½ Hours
2.	Numerical Aptitude	25	25	
3.	General English	25	25	
4.	General Awareness	25	25	
5.	Library Methods & Techniques	50	50	
	Total	150	150	2 ½ hours

Reasoning

- Logical Sequence of Words.
- Visual memory
- Discriminating observation
- Figure Classification.
- Analysis
- Judgment
- Decision making
- Non-Verbal Series.
- Number Ranking.
- Number Series.
- Alphabet Series.
- Arithmetical Computation.
- Analogy.
- Coding-Decoding.
- Problem Solving.
- Verbal and Figure Classification.
- Arithmetical Number Series.
- Relationship Concepts
- Arithmetical Reasoning etc.

Quantitative Aptitude

- Number System.
- Computation of Whole Numbers
- Simplification.
- Relationship between Numbers
- Decimal & Fractions.
- Profit and Loss.
- Discounts.
- Percentages.
- Fundamental arithmetical operations
- Ratio and Time.
- Averages.
- HCF & LCM.
- Use of Tables and Graphs.
- Mensuration.
- Time and Work.

- Simple & Compound Interest.
- Time and Distance.
- Tables and Graphs.
- Data Interpretation etc.

English

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

General Awareness

- Indian Constitution.
- Books.
- Awards and Honors.
- History, Culture.
- Current Affairs – National & International.
- Geography.
- Economic
- Sports and Games.
- Important Days.
- Polity.
- Books and Authors.
- Science – Inventions & Discoveries.
- Abbreviations.
- Important Financial & Economic News.

Library Methods and Techniques

- **Library and Society:** Laws of Library Science; Types of Libraries; Library Associations, Systems and Programmes; Library Movement and Library Legislation in India; Organizations and Institutions involved in the development of Library and Information Services-UNESCO, IFLA, FID, INIS, NISSAT, etc.;
- **Library Management:** Collection development - Types of Documents and Selection Principles, Acquisition Procedure, Acquisition of Journals and Periodicals, Preparation of Documents for use; Library Personnel and Library Committee, Library Rules and Regulations; Library Finance and Budget; Principles of Library Management, Library Organization and Structure; Use and Maintenance of the Library - Circulation, Maintenance, Shelving, Stock Verification, Binding and Preservation, Weeding out, etc.;

Pattern of Written Exam for the post of Building Overseer cum Caretaker

S. NO	Topics	No. of Questions	Marks	Duration
1.	Reasoning	25	25	2 ½ Hours
2.	Numerical Aptitude	25	25	
3.	General English	25	25	
4.	General Awareness	25	25	
5.	Civil & Electrical Engineering	50	50	
	Total	150	150	2 ½ hours

Reasoning

- Logical Sequence of Words.
- Visual memory
- Discriminating observation
- Figure Classification.
- Analysis
- Judgment
- Decision making
- Non-Verbal Series.
- Number Ranking.
- Number Series.
- Alphabet Series.
- Arithmetical Computation.
- Analogy.
- Coding-Decoding.
- Problem Solving.
- Verbal and Figure Classification.
- Arithmetical Number Series.
- Relationship Concepts
- Arithmetical Reasoning etc.

Quantitative Aptitude

- Number System.
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Civil & Electrical Engineering

- **Civil Engineering:** Building Materials, Estimating, Costing and Valuation, Surveying, Soil Mechanics, Hydraulics, Irrigation Engineering, Transportation Engineering, Environmental Engineering.
- **Electrical Engineering** Basic concepts, Circuit law, Magnetic Circuit, AC Fundamentals, Measurement and Measuring instruments, Electrical Machines, Fractional Kilowatt Motors and single phase induction Motors, Synchronous Machines, Generation, Transmission and Distribution, Estimation and Costing, Utilization and Electrical Energy, Basic Electronics.

Pattern of Written Exam for the post of Jr. Stenographer (E/H), Lower Division Clerk, Driver, MTS

S. NO	Topics	No. of Questions	Marks	Duration
1.	Reasoning	25	25	2 Hours
2.	Numerical Aptitude	25	25	
3.	General English	25	25	
4.	General Awareness	25	25	
	Total	100	100	2 hours

Reasoning

- Logical Sequence of Words.
- Visual memory
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- Judgment
- Decision making
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- Arithmetical Reasoning etc.

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