

**SCHEME OF EXAMINATION FOR POSTS ADVERTISED ON DIRECT
RECRUITMENT BASIS UNDER ADVERTISEMENT NO. 4-6/2023-
24/CCRYN/Estt./Rec.II/**

S. No.	Position Name	Scheme of Examination
1.	Research Officer (Yoga & Naturopathy)	Computer Based Examination followed by Interview (70% weightage shall be given to written examination and 30% to Interview) Candidates will be called for interview at a ratio of 1:7.
2.	Research Officer (Neurophysiology)	
3.	Research Officer (Life Sciences)	
4.	Research Officer (Clinical Psychology)	
5.	Medical Officer (Allopathy)	Computer Based Examination
6.	Statistical Assistant	Computer Based Examination
7.	Assistant /Assistant Section Officer	Computer Based Examination
8.	Junior Hindi Translator	1. Computer Based Examination 2. Translation test: candidates who qualify computer based examination will be called for translation test.
9.	Office Superintendent	1. Computer Based Examination 2. Computer Proficiency Test: candidates who qualify compute based examination will be called for Computer Proficiency Test.
10.	Accountant	Computer Based Examination
11.	Junior Stenographer (English)	1. Computer Based Examination 2. Skill Test : shorthand @ 80 w.p.m, transcript reading and typing on computer (for candidates who qualify computer based examination)
12.	Multi-Tasking Staff	Computer Based Examination having two sessions




**SYLLABUS PATTERN FOR RO (NEUROPHYSIOLOGY), AND MEDICAL OFFICER
(ALLOPATHY)**

S.No.	Section	Topics
1.	General Medicine	Cardiology, Respiratory diseases, Gastro-intestinal, Genito-Urinary, Neurology, Hematology, Endocrinology 8. Metabolic disorders, Infections/Communicable Diseases, Nutrition/Growth, Diseases of the skin (Dermatology), Musculoskeletal System, Psychiatry, General, Emergency Medicine, Common Poisoning, Snakebite, Tropical Medicine, Critical Care Medicine, Emphasis on medical procedures, Pathophysiological basis of diseases, Vaccines preventable diseases and Non-vaccines preventable diseases, Vitamin deficiency diseases, In psychiatry -Depression, psychosis, anxiety, bipolar diseases, and Schizophrenia
2.	Paediatrics	Common childhood emergencies, Basic newborn care, Normal developmental milestones, Accidents and poisonings in children, Birth defects and counselling including autism, Immunization in children, Recognizing children with special needs and management, National programs related to child health
3.	Surgery	General Surgery, Urological Surgery, Neuro Surgery, Otorhinolaryngology E.N.T, Thoracic surgery, Orthopaedic surgery, Ophthalmology, Anesthesiology, Traumatology, Diagnosis and management of common surgical ailments, Pre-operative and post-operative care of surgical patients, Medicolegal and ethical issues of surgery, Wound healing, Fluid and electrolyte management in surgery, Shock pathophysiology and management
4.	Gynaecology & Obstetrics	Obstetrics, Ante-natal conditions, Intra-natal conditions, Post-natal conditions, Management of normal labours or complicated labour, Gynaecology, Questions on applied anatomy, Questions on applied physiology of menstruation and fertilization, Questions on infections in the genital tract, Questions on neoplasm in the genital tract, Questions on a displacement of the uterus, Normal delivery and safe delivery practices, High-risk pregnancy and management, Abortions, Intra-Uterine growth retardation, Medicolegal examination in body and Gynae including Rape, Family Planning, Conventional contraceptives, U.D. and oral pills, An operative procedure, sterilization, and organization of programs in the urban and rural surroundings, Medical Termination of Pregnancy
5.	Preventive Social and Community Medicine	Social and Community Medicine, The concept of Health, Disease and Preventive Medicine, Health Administration and Planning, General Epidemiology, Demography and Health Statistics, Communicable Diseases, Environmental Health, Nutrition and Health, Non-communicable diseases, Occupational Health, Genetics and Health, International Health 13. Medical Sociology and Health Education, Maternal and Child Health, National Programmes, Management of common health problems, Ability to monitor national health programs, Knowledge of maternal and child wellness, Ability to recognize, investigate, report, plan and manage community health problems including malnutrition and emergencies.

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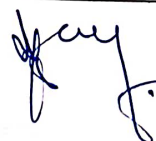
SYLLABUS PATTERN FOR RO (YOGA & NATUROPATHY)

Sl No	Subjects	Topics
1	SECTION: Modern medicine	Human Anatomy
		Human Physiology & Biochemistry
		Community Medicine
		Psychology & Basic Psychiatry
		Pathology & Microbiology
		Obstetrics & Gynecology
2.	SECTION: Yoga	Philosophy, Practices and Schools of Yoga
		Knowledge of traditional yoga texts, yoga sutra, Bhagavad Gita, Hathayoga Pradipika, Principal Upanishads
		Applications of yoga
		Yoga as a therapy
		Yoga research dimension
3	SECTION : Naturopathy	Philosophy of Nature cure
		Diagnostic Methods in Naturopathy
		Massage, Manipulative Therapy, Aroma Therapy, Hydrotherapy
		Acupuncture & Ozone Therapy
		Nutrition, Nutraceuticals, Fasting & Diet Therapy
4.	SECTION: Research Methodology	Hypothesis testing and Study Design
		Elementary knowledge of Biostatistics
		Bioethics in research
		Types of descriptive and Inferential analysis
		Analyzing and writing a research paper



SYLLABUS PATTERN FOR RO (LIFE SCIENCE)

S.No.	Subjects
1.	<p>Molecules and their Interaction Relevant to Biology</p> <p>a. Structure of atoms, molecules and chemical bonds. b. Composition, structure and function of biomolecules (carbohydrates, lipids, proteins, nucleic acids and vitamins). c. Stabilizing interactions (Van der Waals, electrostatic, hydrogen bonding, hydrophobic interaction, etc.). d. Principles of biophysical chemistry (pH, buffer, reaction kinetics, thermodynamics, colligative properties). e. Bioenergetics, glycolysis, oxidative phosphorylation, coupled reaction, group transfer, biological energy transducers. f. Principles of catalysis, enzymes and enzyme kinetics, enzyme regulation, mechanism of enzyme catalysis, isozymes. g. Conformation of proteins (Ramachandran plot, secondary, tertiary and quaternary structure; domains; motif and folds). h. Conformation of nucleic acids (A-, B-, Z-, DNA), t-RNA, micro-RNA). i. Stability of protein and nucleic acid structures. j. Metabolism of carbohydrates, lipids, amino acids, nucleotides and vitamins.</p>
2	<p>Cellular Organization</p> <p>a. Membrane structure and function: Structure of model membrane, lipid bilayer and membrane protein diffusion, osmosis, ion channels, active transport, ion pumps, mechanism of sorting and regulation of intracellular transport, electrical properties of membranes. b. Structural organization and function of intracellular organelles: Cell wall, nucleus, mitochondria, Golgi bodies, lysosomes, endoplasmic reticulum, peroxisomes, plastids, vacuoles, chloroplast. structure & function of cytoskeleton and its role in motility. c. Organization of genes and chromosomes: Operon, interrupted genes, gene families, structure of chromatin and chromosomes, unique and repetitive DNA, heterochromatin, euchromatin, transposons. d. Cell division and cell cycle: Mitosis and meiosis, their regulation, steps in cell cycle, and control of cell cycle. e. Microbial Physiology: Growth, yield and characteristics, strategies of cell division, stress response.</p>
3	<p>Fundamental Processes</p> <p>a. DNA replication, repair and recombination: Unit of replication, enzymes involved, replication origin and replication fork, fidelity of replication, extrachromosomal replicons, DNA damage and repair mechanisms. b. RNA synthesis and processing: Transcription factors and machinery, formation of initiation complex, transcription activators and repressors, RNA polymerases, capping, elongation and termination, RNA processing, RNA editing, splicing, polyadenylation, structure and function of different types of RNA, RNA transport. c. Protein synthesis and processing: Ribosome, formation of initiation complex, initiation factors and their regulation, elongation and elongation factors, termination, genetic code,</p>



		<p>aminoacylation of tRNA, tRNA-identity, aminoacyl tRNA synthetase, translational proof-reading, translational inhibitors, post-translational modification of proteins.</p> <p>d. Control of gene expression at transcription and translation level: Regulation of phages, viruses, prokaryotic and eukaryotic gene expression, role of chromatin in regulating gene expression and gene silencing.</p>
4	Cell Communication and Cell Signaling	<p>a. Host parasite interaction: Recognition and entry processes of different pathogens like bacteria, viruses into animal and plant host cells, alteration of host cell behavior by pathogens, virus-induced cell transformation, pathogen-induced diseases in animals and plants, cell-cell fusion in both normal and abnormal cells.</p> <p>b. Cell signaling: Hormones and their receptors, cell surface receptor, signaling through G-protein coupled receptors, signal transduction pathways, second messengers, regulation of signaling pathways, bacterial and plant two-component signaling systems, bacterial chemotaxis and quorum sensing.</p> <p>c. Cellular communication: Regulation of hematopoietic, general principles of cell communication, cell adhesion and roles of different adhesion molecules, gap junctions, extracellular matrix, integrins, neurotransmission and its regulation.</p> <p>d. Cancer: Genetic rearrangements in progenitor cells, oncogenes, tumor suppressor genes, cancer and the cell cycle, virus-induced cancer, metastasis, interaction of cancer cells with normal cells, apoptosis, therapeutic interventions of uncontrolled cell growth.</p> <p>e. Innate and adaptive immune system: Cells and molecules involved in innate and adaptive immunity, antigens, antigenicity and immunogenicity. B and T cell epitopes, structure and function of antibody molecules, generation of antibody diversity, monoclonal antibodies, antibody engineering, antigen-antibody interactions, MHC molecules, antigen processing and presentation, activation and differentiation of B and T cells, B and T cell receptors, humoral and cell-mediated immune responses, primary and secondary immune modulation, the complement system, Toll-like receptors, cell-mediated effector functions, inflammation, hypersensitivity and autoimmunity, immune response during bacterial (tuberculosis), parasitic (malaria) and viral (HIV) infections, congenital and acquired immunodeficiencies, vaccines.</p>
5	Developmental Biology	<p>a. Basic concepts of development: Potency, commitment, specification, induction, competence, determination and differentiation; morphogenetic gradients; cell fate and cell lineages; stem cells; genomic equivalence and the cytoplasmic determinants; imprinting; mutants and transgenics in analysis of development.</p> <p>b. Gametogenesis, fertilization and early development: Production of gametes, cell surface molecules in sperm-egg recognition in animals; embryo sac development and double</p>

		<p>fertilization in plants; zygote formation, cleavage, blastula formation, embryonic fields, gastrulation and formation of germ layers in animals; embryogenesis, establishment of symmetry in plants; seed formation and germination.</p> <p>C. Morphogenesis and organogenesis in animals: Cell aggregation and differentiation in Dictyostelium; axes and pattern formation in Drosophila, amphibia and chick; organogenesis – vulva formation in Caenorhabditis elegans; eye lens induction, limb development and regeneration in vertebrates; differentiation of neurons, post embryonic development-larval formation, metamorphosis; environmental regulation of normal development; sex determination.</p> <p>d. Morphogenesis and organogenesis in plants: Organization of shoot and root apical meristem; shoot and root development; leaf development and phyllotaxy; transition to flowering, floral meristems and floral development in Arabidopsis and Antirrhinum.</p> <p>e. Programmed cell death, aging and senescence.</p>
6.	Human Physiology	<p>a. Blood and circulation: Blood corpuscles, haemopoiesis and formed elements, plasma function, blood volume, blood volume regulation, blood groups, haemoglobin, immunity, haemostasis.</p> <p>b. Cardiovascular System: Comparative anatomy of heart structure, myogenic heart, specialized tissue, ECG – its principle and significance, cardiac cycle, heart as a pump, blood pressure, neural and chemical regulation of all above.</p> <p>c. Respiratory system: Comparison of respiration in different species, anatomical considerations, transport of gases, exchange of gases, waste elimination, neural and chemical regulation of respiration.</p> <p>d. Nervous system: Neurons, action potential, gross neuroanatomy of the brain and spinal cord, central and peripheral nervous system, neural control of muscle tone and posture.</p> <p>e. Sense organs: Vision, hearing and tactile response.</p> <p>f. Excretory system: Comparative physiology of excretion, kidney, urine formation, urine concentration, waste elimination, micturition, regulation of water balance, blood volume, blood pressure, electrolyte balance, acid-base balance.</p> <p>g. Thermoregulation: Comfort zone, body temperature – physical, chemical, neural regulation, acclimatization.</p> <p>h. Stress and adaptation</p> <p>i. Digestive system: Digestion, absorption, energy balance, BMR.</p> <p>j. Endocrinology and reproduction: Endocrine glands, basic mechanism of hormone action, hormones and diseases; reproductive processes, neuroendocrine regulation.</p>
7.	Inheritance Biology	<p>a. Mendelian principles: Dominance, segregation, independent assortment, deviation from Mendelian inheritance.</p> <p>b. Concept of gene: Allele, multiple alleles, pseudoallele, complementation tests.</p> <p>c. Extensions of Mendelian principles: Codominance,</p>

	<p>incomplete dominance, gene interactions, pleiotropy, genomic imprinting, penetrance and expressivity, phenocopy, linkage and crossing over, sex linkage, sex limited and sex influenced characters.</p> <p>d. Gene mapping methods: Linkage maps, tetrad analysis, mapping with molecular markers, mapping by using somatic cell hybrids, development of mapping population in plants.</p> <p>e. Extra chromosomal inheritance: Inheritance of mitochondrial and chloroplast genes, maternal inheritance.</p> <p>f. Microbial genetics: Methods of genetic transfers – transformation, conjugation, transduction and sex-duction, mapping genes by interrupted mating, fine structure analysis of genes.</p> <p>g. Human genetics: Pedigree analysis, lod score for linkage testing, karyotypes, genetic disorders.</p> <p>h. quantitative genetics: Polygenic inheritance, heritability and its measurements, QTL mapping.</p> <p>i. Mutation: Types, causes and detection, mutant types – lethal, conditional, biochemical, loss of function, gain of function, germinal versus somatic mutants, insertional mutagenesis.</p> <p>j. structural and numerical alterations of chromosomes: Deletion, duplication, inversion, translocation, ploidy and their genetic implications.</p> <p>k. Recombination: Homologous and non-homologous recombination, including transposition, site-specific recombination.</p>
8	<p>Evolution and Behavior</p> <p>a. Emergence of evolutionary thoughts: Lamarck; Darwin– concepts of variation, adaptation, struggle, fitness and natural selection; Mendelism; spontaneity of mutations; the evolutionary synthesis.</p> <p>b. Origin of cells and unicellular evolution: Origin of basic biological molecules; abiotic synthesis of organic monomers and polymers; concept of Oparin and Haldane; experiment of Miller (1953); the first cell; evolution of prokaryotes; origin of eukaryotic cells; evolution of unicellular eukaryotes; anaerobic metabolism, photosynthesis and aerobic metabolism.</p> <p>c. Paleontology and evolutionary history: The evolutionary time scale; eras, periods and epoch; major events in the evolutionary time scale; origins of unicellular and multicellular organisms; major groups of plants and animals; stages in primate evolution including Homo.</p> <p>d. Molecular Evolution: Concepts of neutral evolution, molecular divergence and molecular clocks; molecular tools in phylogeny, classification and identification; protein and nucleotide sequence analysis; origin of new genes and proteins; gene duplication and divergence.</p> <p>e. The Mechanisms: Population genetics – populations, gene pool, gene frequency; Hardy-Weinberg law; concepts and rate of change in gene frequency through natural selection, migration and random genetic drift; adaptive radiation and modifications; isolating mechanisms; speciation; allopatricity</p>

		<p>and sympatricity; convergent evolution; sexual selection; co-evolution.</p> <p>f. Brain, Behavior and Evolution: Approaches and methods in study of behavior; proximate and ultimate causation; altruism and evolution-group selection, kin selection, reciprocal altruism; neural basis of learning, memory, cognition, sleep and arousal; biological clocks; development of behavior; social communication; social dominance; use of space and territoriality; mating systems, parental investment and reproductive success; parental care; aggressive behavior; habitat selection and optimality in foraging; migration, orientation and navigation; domestication and behavioral changes</p>
9.	Applied Biology	<p>a. Microbial fermentation and production of small and macro molecules.</p> <p>b. Application of immunological principles (vaccines, diagnostics). tissue and cell culture methods for plants and animals.</p> <p>c. Transgenic animals and plants, molecular approaches to diagnosis and strain identification.</p> <p>d. Genomics and its application to health and agriculture, including gene therapy.</p> <p>e. Bioresource and uses of biodiversity.</p> <p>f. Breeding in plants and animals, including marker – assisted selection.</p> <p>g. Bioremediation and phytoremediation.</p> <p>h. Biosensors.</p>
10	Methods in Biology	<p>a. Molecular biology and recombinant DNA methods: Isolation and purification of RNA , DNA (genomic and plasmid) and proteins, different separation methods; analysis of RNA, DNA and proteins by one and two dimensional gel electrophoresis, isoelectric focusing gels; molecular cloning of DNA or RNA fragments in bacterial and eukaryotic systems; expression of recombinant proteins using bacterial, animal and plant vectors; isolation of specific nucleic acid sequences; generation of genomic and cDNA libraries in plasmid, phage, cosmid, BAC and YAC vectors; in vitro mutagenesis and deletion techniques, gene knock out in bacterial and eukaryotic organisms; protein sequencing methods, detection of post-translation modification of proteins; DNA sequencing methods, strategies for genome sequencing; methods for analysis of gene expression at RNA and protein level, large scale expression analysis, such as micro array based techniques; isolation, separation and analysis of carbohydrate and lipid molecules; RFLP, RAPD and AFLP techniques</p> <p>b. Histochemical and immunotechniques: Antibody generation, detection of molecules using ELISA, RIA, western blot, immunoprecipitation, floweytometry and immunofluorescence microscopy, detection of molecules in living cells, in situ localization by techniques such as FISH and GISH.</p> <p>c. Biophysical methods: Analysis of biomolecules using</p>

UV/visible, fluorescence, circular dichroism, NMR and ESR spectroscopy, structure determination using X-ray diffraction and NMR; analysis using light scattering, different types of mass spectrometry and surface plasma resonance methods.

d. Statistical Methods: Measures of central tendency and dispersal; probability distributions (Binomial, Poisson and normal); sampling distribution; difference between parametric and non-parametric statistics; confidence interval; errors; levels of significance; regression and correlation; t-test; analysis of variance; X² test;; basic introduction to Multivariate statistics, etc.

e. Radio labeling techniques: Properties of different types of radioisotopes normally used in biology, their detection and measurement; incorporation of radioisotopes in biological tissues and cells, molecular imaging of radioactive material, safety guidelines.

f. Microscopic techniques: Visualization of cells and sub cellular components by light microscopy, resolving powers of different microscopes, microscopy of living cells, scanning and transmission microscopes, different fixation and staining techniques for EM, freeze-etch and freeze-fracture methods for EM, image processing methods in microscopy.

g. Electrophysiological methods: Single neuron recording, patch-clamp recording, ECG, Brain activity recording, lesion and stimulation of brain, pharmacological testing, PET, MRI, fMRI, CAT .

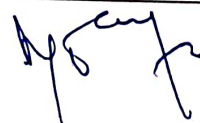
h. Methods in field biology: Methods of estimating population density of animals and plants, ranging patterns through direct, indirect and remote observations, sampling methods in the study of behavior, habitat characterization-ground and remote sensing methods.

i. Computational methods: Nucleic acid and protein sequence databases; data mining methods for sequence analysis, web-based tools for sequence searches, motif analysis and presentation.



SYLLABUS PATTERN FOR RO (CLINICAL PSYCHOLOGY)

S.No.	Clinical Psychology Subject Title	Clinical Psychology Subject Details
1.	Psychopathology	<p>Psychopathology is a study of mental disorders and abnormal behaviour in patients.</p> <p>The main components of the study are:</p> <ul style="list-style-type: none">• Loss of freedom and inability to understand the alternatives• Loss of connection with one's inner self and the inability to be productive• Dissociation with people• Mental distress
2.	Community psychology	<p>Community psychology studies the effect of community on people's mental well-being and health and how people form connections within their communities and social circles.</p> <p>The subject enables psychologists to look for disturbing or unpleasant situations in a Community and understand their effect on the mental health of its residents. It focuses on several factors such as:</p> <ul style="list-style-type: none">• Cultural environment• Political environment• Economic environment• International influences
3.	Statistics in Psychology	<p>Statistics in Psychology helps students to understand data in a better manner and to reach a definite conclusion. Psychologists can discover patterns and arrive at viable conclusions to help the patients.</p>
4.	Developmental Psychology	<p>Developmental Psychology refers to studying human growth and mental development that includes cognitive, physical, social, and intellectual aspects of human growth. It covers several stages of human development, such as:</p> <ul style="list-style-type: none">• Healthcare• Education• Medicine• Social work
5.	Counselling Psychology	<p>The subject covers the study of human counselling and ethical and professional boundaries.</p> <p>Counselling can be various kinds like:</p> <ul style="list-style-type: none">• Event counselling• Performance counselling• Professional growth counselling



S.No.	Clinical Psychology Subject Title	Clinical Psychology Subject Details
6.	Psychology of Late Adulthood	<p>The subject deals with the psychological study and understanding of people between 60-75. It covers several aspects of their mental capabilities like:</p> <ul style="list-style-type: none"> • Physiological changes • Psychological changes • Social changes
7.	Sports Psychology	<p>Sports Psychology covers the mental well-being of sports persons and athletes. It talks about the co-dependency of an athlete's physical and psychological health. The sports psychologist works with the athletes to manage their mental health and the stress associated with the sport.</p>
8.	Health Psychology	<p>Health Psychology focuses on the biological, social, and psychological factors affecting the health and fitness of people. It focuses on how some patients manage their illnesses and why some do not follow medical advice.</p>
9.	Cognitive Psychology	<p>Cognitive Psychology is also known as the science of the brain. It covers how the brain functions and remembers and recalls essential information. Cognitive psychology includes:</p> <ul style="list-style-type: none"> • Use of language • Problem-solving • Attention span • Perception
10.	Psychological Analysis	<p>Psychological analysis is also known as Psychoanalysis. It is used to understand the person's inability to learn and understand things.</p>

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**SYLLABUS PATTERN FOR STATISTICAL ASSISTANT, ASSISTANT / ASSISTANT
SECTION OFFICER, ACCOUNTANT**

S.No.	Subject	Topics Covered
1.	General Awareness	This covers topics such as current affairs, history, geography, polity, economics, general science, and environment
2.	General Intelligence and Reasoning Ability	This includes questions on analogies, similarities and differences, number series, puzzles, coding and decoding, spatial visualization, and problem-solving
3.	Arithmetical & Numerical Ability	This tests the candidate's knowledge of basic mathematics, including arithmetic operations, fractions, decimals, percentages, ratios and proportions, time and work, interest, profit and loss, and elementary algebra
4.	Test of Hindi Language & Comprehension	This assesses the candidate's ability to read and understand Hindi, as well as their knowledge of Hindi grammar and vocabulary
5.	Test of English Language & Comprehension	This assesses the candidate's ability to read and understand English, as well as their knowledge of English grammar and vocabulary

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SYLLABUS PATTERN FOR JUNIOR HINDI TRANSLATOR

S.No.	Subject	Topics Covered
Paper – I		
1.	General Hindi	This assesses the candidate's ability to read and understand Hindi, as well as their knowledge of Hindi grammar and vocabulary
2.	General English	This assesses the candidate's ability to read and understand English, as well as their knowledge of English grammar and vocabulary
Paper - II		
1.	Translation	This assesses the candidate's ability to translate English text to Hindi.
2.	Essay Writing	This assesses the candidate's ability to write in Hindi used in official work.

*70% weightage will be given to Paper – I and 30% to Paper – II



SYLLABUS PATTERN FOR OFFICE SUPERINTENDENT

Paper – I		
S.No.	Subject	Topics covered
1.	Aptitude	Profit and Loss, Time and Work, Compound Interest, Decimal Fractions, Problems on Numbers, Square Root and Cube Root, Time and Distance, Simplifications, Problems on H.C.F and L.C.M, etc. (Upto 10th Standard).
2.	Reasoning	Number Series Compilation, Missing Number Finding, Continuous Pattern Series, Matching Definitions, Missing Character Finding, Odd Man Out, Blood Relations, Coding And Decoding, Logical Sequence Of Words, Arithmetic Reasoning, etc.
3.	General English	Change of voice, Spotting Errors, Sentence Improvement, One Word Substitute, Sentence Corrections, Idioms and Phrases, Communication Skills, Sentence Formation.
4.	General Knowledge and Awareness	Current Affairs, Government Schemes, Economics, Geography, Indian History, Indian Polity, Indian Constitution, etc.
5.	Computer Fundamentals	MS Word, MS Excel, Power Point, Internet, Email System, etc.
6.	Post related	Office Management and Procedures, Service Rules and Service Matters, RTI, Accounts, Leave Rules, TA & LTC, General Financial Rules (Govt. of India), Pay Fixation, Income Tax, NPS, GST, Store & Purchase Rules, Office Automation, NIT Act & Statues, NITS Recruitment Rules, GeM Portal, CPPP, Reservations and Concessions etc.
Paper – II		
1.	Proficiency Test	1. Typing Test to test typing efficiency and quality. 2. Test Knowledge of MS word, MS Excel, Power Point etc. 3. Letter Drafting and note sheet writing (Hindi or English) for testing drafting

*70% weightage will be given to Paper – I and 30% to Paper – II



SYLLABUS PATTERN FOR JUNIOR STENOGRAPHER (ENGLISH)

S.No.	Subject	Topics Covered
Computer Based Examination		
1.	General Awareness	This covers topics such as current affairs, history, geography, polity, economics, general science, and environment
2.	General Intelligence and Reasoning Ability	This includes questions on analogies, similarities and differences, number series, puzzles, coding and decoding, spatial visualization, and problem-solving
3.	Arithmetical & Numerical Ability	This tests the candidate's knowledge of basic mathematics, including arithmetic operations, fractions, decimals, percentages, ratios and proportions, time and work, interest, profit and loss, and elementary algebra
4.	Test of English Language & Comprehension	This assesses the candidate's ability to read and understand English, as well as their knowledge of English grammar and vocabulary
Skill Test		
1.	Shorthand	@ 80 w.p.m. Transcript reading and typing on computer



SYLLABUS PATTERN FOR MULTI-TASKING STAFF

Subject	Topics Covered
Session I	
Numerical and Mathematical Ability	This tests the candidate's knowledge of basic mathematics, including arithmetic operations, fractions, decimals, percentages, ratios and proportions, time and work, interest, profit and loss, and elementary algebra
Reasoning Ability and Problem-Solving	This includes questions on analogies, similarities and differences, number series, puzzles, coding and decoding, spatial visualization, and problem-solving
Session II	
General Awareness	This covers topics such as current affairs, history, geography, polity, economics, general science, and environment
English Language and Comprehension	This assesses the candidate's ability to read and understand English, as well as their knowledge of English grammar and vocabulary

GENERAL CONDITIONS:

1. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issuance of appointment letter, CCRYN reserves the right to modify/withdraw/cancel any communication made to the Applicants.
2. The CCRYN reserves the right to:
 - (a) Withdraw the advertisement either partly or wholly at any time without assigning any reason to this effect.
 - (b) Fill or not to fill up some or all the posts advertised for any reasons whatsoever
 - (c) Increase/decrease the number of posts without giving any reason.
 - (d) Any addition/deletion and changes in matter of terms and conditions given in this notification of recruitment.
3. The date of examination/interview/skill test/computer proficiency test etc. and any corrigendum/addendum pertaining to this advertisement shall be published on CCRYN website www.naturopathyday.in only. Accordingly, all applicants in their own interests are advised to regularly visit CCRYN website i.e. www.naturopathyday.in. They should also regularly check their email account for updates.

