NATIONAL INSTITUTE OF AYURVEDA
DEEMED UNIVERSITY
JAIPUR

RECRUITMENT SCHEME FOR POST OF JUNIOR SECRETARIAT ASSISTANT
Vacancy Notification No. 2/2025

Table No. 1 Name of post and Applicable stages of examination

Name of the post	Applicable stages of examination (3)
Junior Secretariat Assistant (JSA)	1) Preliminary examination (MCQs type) 2) Mains examination (Descriptive type) 3) Typing test on computers

Note: There will be a typing test also on computers after the preliminary and Mains examination. The date, venue, etc. for typing test will be intimated to shortlisted candidates separately. This test will be of qualifying nature and candidate/s who will qualify typing test will be considered for the final merit list. Candidate who will not qualify the typing test will be excluded from the final merit list based on combined marks obtained in the preliminary and mains examination.

1. Preliminary Examination (MCQs type) - Stage 1

Purpose: The primary purpose of this Examination is to assess candidates' knowledge and suitability for further stages of the recruitment process. It aims to identify qualified candidates who demonstrate the essential competencies and potential to excel in the desired position.

Proposed Scheme, Test Format and Question Types:

Table No. 2 Proposed Scheme for preliminary examination (MCQs based) for Multi tasking staff (MTS):

S. No.	Subject	Number of Questions
1	English	20
2	Hindi	20
3	Computer (Basic Knowledge)	15
4	General Knowledge and Current Affairs	15
5	Numerical aptitude	15
6	General Intelligence and Reasoning	15
	Total	**100**

The Preliminary Examination will be conducted in the format of Multiple-Choice Questions (MCQs).

Candidates will be presented with a set of questions. For each question, 4 options (One correct

answer and 3 distracters) will be provided.

Candidates have to select the correct answer from the given choices.

Scoring and Evaluation Criteria for MCQs-Based Test:

Correct Answer: Each correct answer will be awarded **1 mark**.

Incorrect Answer: For each incorrect answer, **0.25 (1/4)** mark will be deducted from the total score as a penalty/ negative marking.

If the candidate will darken more than one circle in response to any single question, it will be considered as incorrect answer and **0.25 (1/4)** mark will be deducted from the total score as a penalty/ negative marking.

Unanswered Questions: Unanswered questions will not be awarded any marks, nor will any marks be deducted for leaving a question/s unanswered.

Total Score Calculation:

Sum of Correct Answers: The total score for the examination will be calculated by summing the marks awarded for each correct answer.

Negative Marking Adjustment: In case of incorrect answers, the penalty for negative marking will be subtracted from the total score.

No Impact of Unanswered Questions: Leaving questions unanswered will not impact the total score calculation.

Total Marks and Weightage

The Preliminary Examination carries a total weightage of **100 marks.**

Each question contributes to the overall score of the candidate.

The marks obtained in the Preliminary Examination will play a significant role in determining candidates' eligibility for further stages of the recruitment process.

Details of examination

The Preliminary Examination will be completed within a time frame of **90 minutes.**

Candidates must manage their time effectively to answer all the questions within the stipulated duration.

 - **Test date, time, and venue:** Will be declared by the institute well before the examination

 - **Test format**- Multiple Choice Questions (MCQs)

 - **Total marks:** 100 marks

 - **Duration of the Preliminary Examination:** 90 minutes

 - **Language of Question paper:** There will be bilingual (Hindi and English) question paper except for

   Hindi and English language questions.

 - **Instructions for the Examination day**–Will be declared by the institute well before the

examination

Qualifying Criteria:

To qualify for the next stage i.e. <mark>Mains Examination (Descriptive type- Stage 2)</mark> of the recruitment process, candidate must meet the minimum qualifying criteria as follows -

- <mark>General and EWS category</mark>: Minimum 40% of total marks

- <mark>SC, ST, OBC, and PH candidates</mark>: Minimum 35% of total marks

Suppose for a single post of JSA in general category, 100 candidates appeared in preliminary exam. In this exam 20 students scored 40 or more than 40 marks, and 80 scored below 40 marks out of total 100 marks. To select candidates for Mains Exam (Descriptive type), maximum top 5 candidates from the 20 candidates who scored 40 or more marks in preliminary exam will be selected for Mains exam according to their merit score in preliminary exam. However, if there are equal marks of candidates at 5th rank, all those candidates having 5th rank in preliminary exam merit will be eligible for Mains exam (Descriptive type).

Example: Suppose merit score of few candidates in preliminary exam is as follow

Table No. 3 Merit score of candidates in preliminary exam

Rank	1	2	3	4	5	5	5	6	7	8
Marks	87	85	80	79	75	75	75	70	68	65
Candidate	A	B	C	D	E	F	G	H	I	J
Rank	8	8	9	10	11	12	13	14	14	15
Marks	65	65	62	61	59	58	57	55	55	54
Candidate	K	L	M	N	O	P	Q	R	S	T

In such case, all candidate having 75 marks and above (candidate A, B, C, D, E, F, G, will be eligible for Mains (Descriptive type) exam i.e. Stage 2.

In Table No. 3, Green color highlights selected candidates for Mains exam (Descriptive type). Marks with Underline indicate equal marks at 5th rank position.

Note: National Institute of Ayurveda reserves the right to modify or amend the Examination process as deemed appropriate and same will be notified accordingly.

2. <mark>Mains Examination (Descriptive type) - Stage 2</mark>

Purpose:

The primary purpose of this Examination is to assess candidate's proficiency in the skills required for the applied post. The Mains exam focuses on evaluating candidate's practical knowledge, understanding, and application of the key skills necessary for the position.

Test Format and Question Types

The Mains (Descriptive) Examination will be conducted in the format of Short and Long answer type questions.

Candidates will be required to provide detailed responses to the questions asked.

The questions in the Mains exam will be designed to assess candidates' ability to analyze, synthesize, and evaluate information, as well as their capacity to express their ideas, views, and applied knowledge of the subject effectively.

Scoring and Evaluation Criteria:

Each answer sheet will be evaluated by two separate and independent examiners.

Average of Marks: The average of the marks awarded by both examiners will be considered as the final mark of the descriptive test.

Rubrics-Based Evaluation: The evaluation will be conducted using a rubrics-based system. The examiners will refer to the rubrics to assign marks.

Re-Evaluation: There will not be an option for re-evaluation of the answer sheets. Themarks awarded based on the initial evaluation will be considered final for further processing.

Total Marks and Weightage:

The Mains (Descriptive) Examination will carry a total weightage of **100 marks.**

Each question's answer will contribute to the overall score of the candidate.

The marks obtained in the Mains examination will be combined with the Preliminary Examination scores to create a consolidated merit score.

Test Details

The Mains (Descriptive) Examination will be scheduled to be completed within a time frame of **3 hours.**

 - **Test date, time, and venue:** will be declared by the institute and intimated on the website.
 - **Test format:** Short and long answer type questions
 - **Total mark:** 100 marks
 - **Duration of the Mains Examination:** 3 hours maximum
 - **Language of Question paper:**

    The questions will be bilingual i.e. English and Hindi, except questions of Hindi and English languages.

-**Language of answers:**

    English or Hindi or Mixed English & Hindi.

Instructions for the Examination day: Any such instructions will be published on Institute's website.

Qualifying Criteria:

Candidate must meet the minimum qualifying criteria as follows -

    - General and EWS category: Minimum 40% of the total marks

    - SC, ST, OBC, and PH candidates: Minimum 35% of the total marks

Candidates who will achieve the specified minimum qualifying marks in Mains Exam (Descriptive type), only their consolidated merit score (Sum of score in preliminary exam and Mains exam) will be prepared.

The selection of the candidate/s will be determined based on the consolidated merit rank list (Consolidated merit score in descending order).

Suppose for a single post of JSA in general category, top 5 (Up to 5th rank in preliminary exam) candidates appeared in Mains exam. In this exam, 3 students scored 40 or more than 40 marks, and 2 scored below 40 marks out of total 100 marks. To select candidates for post, candidate having top position in consolidated merit rank list (Consolidated merit score in descending order) will be selected for the post. For 2 posts, top 2candidates, for 3 posts top 3 candidates and so on will be selected from the consolidated merit rank list (Consolidated merit score in descending order). In case of equal consolidated merit rank/ consolidated merit score, tie breaking will be done as per rules.

For example, combined merit score of 7 candidates is as follow

Table No. 4 Combined merit score of candidates

Consolidated merit rank	1	2	3	-	-	-	-
Consolidated merit score	156	155	149	-	-	-	-
Marks of Mains Exam	69	70	69	39	32	36	37
Marks of Preliminary exam (Top 5 candidates)	87	85	80	79	75	75	75
Candidate	A	B	C	D	E	F	G

Candidates A, B and C will have to undergo Stage 3 (typing test on computers) and need to qualify in that for consideration for the selection. If all the three candidates namely A, B and C qualify the typing test then candidate A having 1st rank will be selected for the post. Candidate who will not qualify the typing test will be excluded for final merit and subsequent selection for the post.

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