

**KALOJI NARAYANA RAO UNIVERSITY OF HEALTH SCIENCES**  
**WARANGAL, TELANGANA STATE.**

**NOTIFICATION No. 01/2019. Dt:13-08-2019**

**DIRECT RECRUITMENT FOR THE POSTS OF**  
**JUNIOR ASSISTANTS & JUNIOR STENOGRAPHERS**

**PARA – I:**

- 1) Applications are invited Online in the proforma application available on the website [www.knruhsrt.in](http://www.knruhsrt.in) from the eligible candidates for Direct Recruitment to the posts of **Junior Assistants & Junior Stenographers in Kaloji Narayana Rao University of Health Sciences, Warangal**

- i) Starting Date for Submission of On-Line Application - 18-08-2019
- ii) Last Date for Payment of Fee On-Line - 07-09-2019
- iii) Last Date for Submission of On-Line Application - 09-09-2019
- iv) Downloading of Hall-Tickets from : - 09-10-2019 to 17-10-2019
- v) Date of Examination - 20-10-2019  
(From 10.00 AM to 01.00 PM)

- 2) The candidates who possess requisite qualification may apply online by satisfying themselves about the terms and conditions of this direct recruitment. The details of vacancies are given below: -

Post Code.	Name of the Post	Total No. of Vacancies	Age as on 01-07-2019 (Min-Max)	Scale of the Post (in Rs.)
1	Junior Assistant	15	18 yrs – 34 yrs* As prescribed by the Government of Telangana in force	16400-49870 (PRC 2015)
2	Junior Stenographer	4	18 yrs – 34 yrs* As prescribed by the Government of Telangana in force	16400-49870 (PRC 2015)

(The **Details of Vacancies** i.e., Community, State wide and Gender wise (General / Women) may be seen at **Annexure-I.**)

**Vacancies:** The recruitment will be made for the vacancies notified before the examination only.

**4) EDUCATIONAL QUALIFICATIONS:**

Applicants must possess the qualifications from any recognized Universities of India as detailed below or equivalent thereto as approved by Executive Council of KNRUHS Telangana State as on the date of Notification.

<b>Post Code:</b> <b>1. Junior Assistants</b>	Must possess a Bachelor Degree with computer science / subject related to computers as one of the subject in any one Academic year of the course period from a recognized University in India established or incorporated by or under a Central Act or Provincial Act, or a State Act or an institution recognized by the University Grants Commission (UGC)/AICTE.
<b>Post Code:</b> <b>2. Junior Stenographers</b>	1. Must possess a Bachelor Degree with computer science / subject related to computers as one of the subject in any one Academic year of the course period from a recognized University in India. 2. Must have passed the Government Technical Examination in Type writing Higher Grade in the relevant language English. 3. The Government Technical Examination in Short Hand with the Higher Grade in the relevant language English. If however persons who have passed the examinations in Type Writing and short hand by the Higher Grade are not available those who have passed the examination by the lower grade may be considered for appointment.

**Note: The Bachelor Degrees/ Degrees awarded by the Universities/institutions that are recognized by the U.G.C, D.E.C (Under IGNOU) and AICTE as the case may be considered**

**5) AGE:** Minimum 18 years and Maximum 34\* years. The age is reckoned as on 01/07/2019 as prescribed by the Government of Telangana time to time.

**Minimum Age (18 years):** A Candidate should not be born after 01/07/2001.

**Maximum Age (34 years):** A candidate should not be born before 02/07/1985.

The Upper Age limit will be relaxed as per Rules and will be calculated on the above lines.

N.B.: 1) No person shall be eligible if he/she is less than 18 years of age.

2) No person shall be eligible if he/she crossed 58 years of age (Superannuation age).

**Age Relaxations:** The upper age limit prescribed above is however relaxable in the following cases:

Sl. No.	Category of candidates	Relaxation of age permissible
1	2	3
1.	SC/ST and BCs	5 Years
2.	Physically Handicapped persons	10 Years
3.	Telangana State Government Employees (Employees of TSRTC, Corporations, Municipalities etc. are not eligible).	5 Years based on the length of regular service.
4.	Ex-Service men	3 years & length of service rendered in the armed forces.
5.	N.C.C.(who have worked as Instructor in N.C.C.)	3 Years & length of service rendered in the N.C.C.

- 6) (a) **FEE:** Applicant shall pay **Rs. 800/- (RUPEES EIGHT HUNDRED ONLY)** for each post towards Online Application Processing Fee AND Examination Fee.
- i) However, the Applicants belonging to SC/ST/BC Communities and PH have to pay Rs.500/- (Rupees Five Hundred Only) for each post.
  - ii) BC's, SC's and ST's belonging to other states are not exempted from payment of Application Processing Fee and Examination Fee, and also they are not entitled for any kind of reservation.

**(b) Mode of Payment of Fee:**

The fee mentioned as above is to be paid online through **Payment Gateway (Credit Card / Debit Card / Netbanking)** and shall fill and submit the Online Application Form in the website [www.knruhsrt.in](http://www.knruhsrt.in). Immediately on submission of online application, the Applicant can download the Filled in Online Application Form in pdf document. Preserve this document till the completion of recruitment process.

**Note:** Registration fee once paid by the candidate cannot be exchanged or cancelled or refunded under any circumstances.

**PARA-II: CENTRES FOR THE WRITTEN EXAMINATION(OFFLINE):**

The written examination for recruitment of **Junior Assistants & Junior Stenographers** will be held at different centers located in HMDA area of Hyderabad. However, KNRUHS reserves right to conduct examination anywhere in the Telangana State as per the applications received.

**PARA-III: HOW TO APPLY:**

**A. HOW TO SUBMIT THE APPLICATION FORM:**

The detailed Notification and user guide can be downloaded from the website [www.knruhsrt.in](http://www.knruhsrt.in).

The Applicants have to read the Notification and User Guide available at <http://www.knruhsrt.in> for Online Submission of Applications and then proceed further.

**1:-Payment of Fee:** The Applicants has to pay the prescribed Fee through Payment Gateway (Credit Card / Debit Card / Netbanking) at [www.knruhsrt.in](http://www.knruhsrt.in).

**2 :- Submission of Application:** After payment of Fee, the Candidate has to fill and submit the Online Application Form in the website [www.knruhsrt.in](http://www.knruhsrt.in).

- i) The candidate has to invariably fill all the relevant fields in the Online Application along with uploading the scanned copy of **passport size photograph and signature**.
- ii) Immediately, on submission of application, the Applicant can download the Filled in Online Application Form in pdf document and the candidate has to preserve this document till the completion of recruitment process.

**NOTE:**

1. Kaloji Narayana Rao University of Health Sciences, Warangal is not responsible for any discrepancy in particulars furnished by the candidates while submitting the application form through **On-line**. The applicants are therefore advised to strictly follow the Notification and User guide on their own interest before making payment and submitting the application.
2. The particulars furnished by the applicant in the Application Form will be taken as final. Candidates should be very careful in Filling / Submitting the Application Form and required documents **On-line**.
3. Incomplete / Incorrect Application Form will be summarily rejected. The information if any furnished by the candidate subsequently in any form will not be entertained by Kaloji Narayana Rao University of Health Sciences, Warangal under any circumstances. Applicants should be careful in filling-up the application form and submission. If any lapse is detected during the scrutiny, the candidature will be rejected even though he comes to the final stage of recruitment process or even at a later stage.
4. Before Uploading / Submission of Application Form, the candidates are required to go through the detailed notification and should carefully ensure his eligibility for this recruitment.
5. Candidates are required to retain a photo copy of application form with Registration No. for future reference.
6. Candidates have to submit application only through online mode well in advance of the last date to avoid last day rush.
7. Candidates who are willing to serve in Kaloji Narayana Rao University of Health Sciences jurisdiction should only apply.

**PARA –IV GENERAL PROVISIONS:**

1. Applicants must compulsorily fill up all relevant columns of application and submit the application through website only. The particulars furnished in the Online Application Form shall be verified during the certificate verification for shortlisted candidates and the eligibility will be decided in terms of notification.
2. The Applications received online in the prescribed proforma available in the website and within the time shall only be considered and Kaloji Narayana Rao University of Health Sciences, T.S., Warangal will not be held responsible for any kind of discrepancy.
3. Applicants must upload his / her own scanned photo and signature through jpg /jpeg format in the following steps:

**Instructions for Scanning of Photograph and Signature**

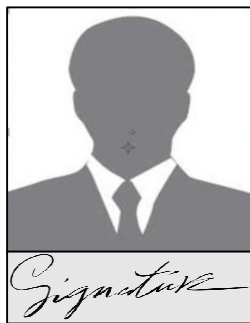


Photo width= 3.5cm

Photo Height= 4.5cm

Signature height =1.5cm

- i) Paste the Photo on any white paper as per the above required dimensions. Sign in the Signature Space provided. Ensure that the signature is within the box.
- ii) Scan the above required size containing photograph and signature. Please do not scan the complete page.
- iii) The entire image (of size 3.5 cm by (4.5+1.5cm) consisting of the photo along with the signature is required to be scanned and stored in\*.jpg /Jpeg format on local machine.
- iv) Ensure that the size of the scanned image is not more than 50KB.
- v) If the size of the file is more than 50 KB, then adjust the settings of the scanner such as the 200dpi resolution, no. of colours etc., during the process of scanning.
- vi) The candidate has to sign in full in the box provided. Since the signature is proof of identity, it must be genuine and in full; initials are not sufficient.
- vii) The Photograph and signature will be used on the Hall Ticket and wherever necessary. If the candidate's Photograph and signature on the OMR Answer Sheet, at the time of the examination, does not match the Photograph and signature on the Hall Ticket, the candidate will be disqualified.
- viii) The candidate has to upload his/her **Photo with Signature** in the prescribed format by clicking on the **browse** button at the time of submission of application form.
- ix) The applicant should not furnish any particulars that are false, tampered, fabricated or suppress any material information while making an application through website.
- x) All the essential certificates issued by the competent authority of Telangana State shall compulsorily be kept with the applicants to produce as and when required to do so. Failure to produce the required certificates on the day of verification will lead to disqualification.

- xi) **Important:** The claim of the candidates with regard to the date of birth, educational / technical qualifications and community are accepted only provisionally on the information furnished by them in their application form and is subject to the verification and satisfaction of Kaloji Narayana Rao University of Health Sciences, T.S., Warangal. Mere admission to any test or inclusion of the name of a candidate in a merit list will not confer on the candidate any right for appointment. The candidature is therefore provisional at all the stages and Kaloji Narayana Rao University of Health Sciences, T.S., Warangal reserves the right to reject candidature at any stage of the selection even after the selection has been made.
- xii) Kaloji Narayana Rao University of Health Sciences, Warangal is not responsible, for any discrepancy in submission of application through Online. The applicants are therefore, advised to strictly follow the Notification and User guide in their own interest.
- xiii) Applicant must compulsorily fill-up all relevant fields of application and submit through website.
- xiv) Incomplete/incorrect application form will be summarily rejected. Kaloji Narayana Rao University of Health Sciences, T.S., Warangal under any circumstances will not entertain the information if any furnished by the candidate subsequently. Applicants should be careful in filling-up of the application form at the time of submission. If any lapse is detected during the scrutiny, the candidature will be rejected even though he/she comes through the final stage of recruitment process or even at a later stage.
- xv) Before payment of fee, submission of application form, the candidates should carefully ensure his/her eligibility for this notification. No relevant column of the application form should be left blank; otherwise application form will not be accepted.
- xvi) The applications received online in the prescribed proforma available in the website and within the time shall only be considered and the Kaloji Narayana Rao University of Health Sciences, Warangal will not be held responsible for any kind of discrepancy.
- xvii) Applicants must compulsorily upload his/her own scanned photo and signature in jpg/jpeg format only.
- xviii) This recruitment is entrusted to Kaloji Narayana Rao University of Health Sciences, T.S., Warangal with the concurrence of Finance Department, Govt. of Telangana.

**The following certificates must be kept ready by the candidates for the purpose of verification.**

- a) Aadhaar Card
- b) Date of Birth Certificate / SSC
- c) Proof of Educational Qualifications (SSC, Degree & Technical Qualification) as required
- d) Study Certificates (From 1<sup>st</sup> Class to Degree) / Residence or Nativity Certificate issued by competent authority
- e) Caste Certificate issued by competent authority
- f) Scanned copy of Passport size photo and Signature.

**The following Certificates should be obtained from Govt. of Telangana State in prescribed proforma for the purpose of verification.**

- g) Community Certificate (indicating Sub-Caste)
- i) Certificate of Residence/Nativity (if not studied in regular mode)
- j) No objection certificate from the Employer (If employed anywhere)

**PARA-V:- IMPORTANT PROVISIONS GOVERNING THE RECRUITMENT PROCESS:**

- 1) **Recruitment:** The Recruitment will be processed as per this notification and also as per the rules and regulations of Government of Telangana State existing as on date.
- 2) **Rules:** All are informed that various conditions and criterion described herein are governed by the Rules and Regulations existing in Government of Telangana State existing as on date.
- 3) **Transparency in Recruitment and Selection:** The whole recruitment and selection process is carried out with utmost care to maintain secrecy and confidentiality so as to ensure that the principle of merit is followed. A candidate shall be disqualified for appointment, if he himself/she herself or through relations or friends or any others has canvassed or endeavoured to enlist for his/her candidature, extraneous support, whether from official or non-official sources for appointment to this service.
- 4) **Caste & Community:** The Community Certificate issued by the competent authority (obtained from the Government of Telangana) should be submitted at appropriate time in respect of SC & ST candidates. In respect of candidates belonging to Backward classes are required to produce Community Certificate (BC-A, BC-B, BC-C, BC-D & BC-E) from competent authority i.e., from Tahsildar in the State of Telangana or not below the rank of Deputy Tahsildar. **No person who professes religion different from Hinduism shall be deemed a member of Scheduled Caste.**
- 5) **Education through Open University:** The Candidates who have acquired Degrees through Open Universities are required to have recognition by the University Grants Commission/A.I.C.T.E./Distance Education Council as the case may be. Unless such degrees had been recognized by the relevant Statutory Authority, they cannot be accepted for the purpose of Educational Qualifications. The onus of Proof of recognition by the relevant Statutory Authority that their Degrees/Universities have been recognized rests with the candidate.
- 6) **Employed:** The person already in Government Service / Power Utilities / Autonomous bodies / Govt. Aided Institutions etc., whether in Permanent or Temporary capacity or as work charged employees are required to inform in writing to the Head of Office / Department as the case may be and required to submit "No Objection" from the concerned Head of Office / Department to apply for this recruitment
- 7) **Reservation and Eligibility in case of disabled/physically challenged candidates**

Reservation to Disabled persons is subject to their eligibility to the above category of posts and shall be subject to special rules/adhoc rules governing the posts. They required extent of deformity and the genuineness of the medical certificate and in the case of ambiguity or doubt, the same shall be referred to the Appellate Medical Boards as per the instructions of the government.

- i. The eligibility in terms of general rule 22 and 22A of State and Subordinate Service Rules are applicable.
- ii. **Percentage of reservation:** The reservations as per roster of 100points cycle are applicable subject to the orders of the Government from time to time.

**PARA-VI:** Reservation to the Local candidates is not applicable, as the selection will be made on statewide merit

**PARA-VII: SCHEME OF EXAMINATION:**

1. The Written test (OMR based Objective Type) comprising of 150 marks consisting of 150 Questions.
2. The Test is of Three hours duration.  
Section A: Computer Proficiency = 50 Marks  
Section B: Secretariat abilities (English & Aptitude) =50 Marks.  
Section C: General Knowledge = 50 Marks

***Note: 1/4<sup>th</sup> mark shall be deducted for each wrong / invalid answer.***

- i) **Syllabus:** The Syllabus for written examination is common for both Junior Assistants and for Junior Stenographers. The syllabus and scheme of examination is given in **Annexure-II.**

For Junior Stenographers post, an additional Proficiency Test (Practical type) for Stenography (Shorthand and Type writing) will be conducted based on the written examination merit. The scheme of examination is given in Annexure-III.

- ii) **Hall Tickets:** The hall tickets will be placed on the website. The candidate has to down load the Hall ticket from the **website** only. Hall tickets will not be sent to the candidates by post.
- iii) **Date of examination:** The written examination will be held on **20-10-2019 from 10.00 AM to 01.00 PM.**
- iv) **Examination Centers:** The written examination for recruitment of Junior Assistants & Stenographers will be held at different centers located in HMDA limits of Hyderabad.
- v) **Instructions to Candidates at the time of Written Examination:**

1. **Candidates will be required to appear for written test as and when conducted at their own cost.**
2. Written Test will be conducted in **ENGLISH language only.**
3. Mere admission for written test or calling the qualified candidates for the Certificates verification, furnishing documentary proof does not confer any right on the candidate for appointment.
4. The test is of **Three hours duration. The date and time will be indicated** on the Hall ticket. Candidates should reach the test center one hour before the scheduled time. Candidates will be allowed in to



the examination hall One hour before the scheduled starting time. Candidates will not be allowed into the examination hall after the test has started and will not be permitted to leave examination hall before the closure of test time under any circumstances.

5. The written test will be of **Objective Type with multiple-choice questions** with only one answer being correct among the four alternatives suggested.
6. A separate OMR (Optical Mark Reader) answer sheet with the carbon impression paper will be provided to the candidates. The candidate has to indicate his response to each question by darkening the appropriate bubble with a **Black Ball Point pen**. No corrections with **white fluid** will be permitted.
7. The candidate has to bring a good quality **Black Ball** point pen to the examination hall.
8. The candidate has to handover the original OMR Sheet to the invigilators in the examination center and is permitted to take away the carbon copy of **OMR Sheet** (the carbon impression paper) along with question paper after the examination. If any candidate in violation of the above instructions takes away the original OMR Sheet, his/her candidature to the recruitment will be rejected besides invocation of penal provisions including debarment of the candidature for all future recruitments to be conducted by Kaloji Narayana Rao University of Health Sciences, Warangal.
9. The candidate has to follow meticulously all the instructions given on the question paper booklet and OMR Answer Sheet, else his/her answer sheet may not be valued.
- 10 Usage of Calculators/mathematical tables are not permitted. Candidates should not bring cell phones or any other electronic gadgets to the examination hall.
11. The Preliminary Key will be published in website for receiving the objections (if any) on Preliminary Key for three days from the candidates only through online.

#### **PARA-VIII: PROCEDURE FOR SELECTION:**

- i) Tie Break Criteria: For the preparation of merit list in case more than one candidate secured same marks, the tie shall be resolved as follows
  - (a) Marks obtained in Section A
  - (b) Marks obtained in Section B
  - (c) Date of birth, the older being given preference over the younger

If the tie still persists, the percentage of marks obtained in the qualifying examination (Degree) will be considered to resolve at the time of Certificate verification.

- ii) The selection of candidates for appointment to the post of Junior Assistant will be made based on written examination merit. There will be no interview. Only those candidates who qualify in the written examination by being ranked high, community wise as per existing earmarked roster points to the respective posts will be called for verification of Original Certificates in **1:2** ratio.
- iii) The selection of candidates for appointment to the post of Junior Stenographer will be made based on the merit in proficiency test (practical type) in stenography (Shorthand and Type writing). Candidates as per Merit in the written test at 1:10 ratio will be called for proficiency test for Stenography (Shorthand and Type writing). There will be no interview. Only those candidates who qualify in the proficiency test in stenography by being ranked high, community wise as per existing earmarked roster points to the respective posts will be called for verification of Original Certificates in **1:2** ratio.
- (iv) The minimum qualifying marks in the written test for the above selection process shall be as follows:

OC - 40%  
 BC - 35%  
 SC/ST - 30%  
 PH - 30%

- Note:**
1. Mere securing minimum qualifying marks doesn't have any right to a candidate for being called for verification of original certificates.
  2. In case of scoring equal marks by the candidates, tie brake criteria will be followed for preparing merit list.
  3. The decision of the Selection Committee of Kaloji Narayana Rao University of Health Sciences, Warangal is final in selection and appointment of candidates to the respective posts.

#### **PARA-IX. TERMS AND CONDITIONS OF SERVICE:**

1. **Training cum Probation:** The candidates appointed to the post shall be placed on Probation for a period of 2 years which includes Training period. At the time of joining time, they shall have to deposit their Original certificates such as Date of Birth (SSC), Degree Caste and Study/Residence Certificates etc. till the completion of probation period. During the training period, they will be paid initial scale of pay with usual allowances as admissible at the place of posting i.e., in Kaloji Narayana Rao University of Health Sciences, Warangal, Telangana State.
2. **Place of posting:** The candidates appointed shall be required to work in Kaloji Narayana Rao University of Health Sciences, Telangana State Warangal jurisdiction limits.

3. The candidate will be governed by the rules and regulations applicable as per Government of Telangana and as amended, and also as per the KNRUHS Executive Council resolutions from time to time.
  4. **Execution of Service Bond:** At the time of joining training, the candidate shall have to execute a Bond to serve Kaloji Narayana Rao University of Health Sciences, Warangal for a minimum period of 5 years. The candidate who leaves the university during the training period shall refund the emoluments received by him/her plus Rs.50,000/- (Rupees Fifty Thousand only) by way of liquidated damages. The candidate who leaves the University without serving a minimum period of **5 years** after completion of training, shall pay to the University a sum of Rs.1,00,000/- (Rupees One lakh only) by way of liquidated damages.
  5. All the conduct rules-1960, CCA rules, Ministerial service rules, State subordinate service rules and other service conditions in force as adopted by Telangana State Government will apply to the Kaloji Narayana Rao University of Health Sciences till the university frame its own rules and get assent of Chancellor for implementation.
- (OR)**
- Service rules and service condition (including CCA rules) of State Government employees are applicable to the employer of Kaloji Narayana Rao University of Health Sciences until the university frames its own statutes. The university employees are governed by service rules of Government of Telangana State until university frames its own statutes as per approval of Executive Council of Kaloji Narayana Rao University of Health Sciences, T.S., Warangal.
6. Existing Contributory Pension Scheme (CPS) will be applicable to the appointed candidates.

**PARA-X: DEBARMENT:**

- a) Candidates should make sure of their eligibility to the post applied for and that the declaration made by them in the format of application regarding their eligibility is correct in all respects. Any candidate furnishing in-correct information or making false declaration regarding his/her eligibility at any stage or suppressing any information is liable to be debarred for five years from appearing for any of the examinations conducted by the Kaloji Narayana Rao University of Health Sciences, Warangal, and summarily rejection of their candidature for this recruitment.
- b) The Kaloji Narayana Rao University of Health Sciences, Warangal, Telangana State is vested with the powers under regulations for recruitment and selection as per regulations of the Government Telangana of duly maintaining utmost secrecy and confidentiality in this process and any attempt by any one causing or likely to cause breach of this constitutional duty in such manner or by such action as to violate or likely to violate the fair practices followed and ensured by the university will be sufficient cause for rendering such questionable means as ground for debarment and penal consequences as per law and rules and as may be decided by the University.

- c) Any candidate is or has been found impersonating or procuring impersonation by any person or resorting to any other irregular or improper means in connection with his / her candidature for selection or obtaining support of candidature by any means, such a candidate may in addition to rendering himself/ herself liable to criminal prosecution, will be debarred permanently from any exam or selection held by the Kaloji Narayana Rao University of Health Sciences, Warangal.

**PARA-XI : INSTRUCTIONS TO IN-SERVICE EMPLOYEES:** The employees working in any State Government departments/ Corporations/ Central Government have to apply with production of No Objection Certificate (NOC) from his/her department. If found applied without proper certification, they are liable for disciplinary action apart from prosecution.

**PARA-XII : KALOJI NARAYANA RAO UNIVERSITY OF HEALTH SCIENCES,  
WARANGAL'S DECISION IS FINAL:**

The decision of Kaloji Narayana Rao University of Health Sciences, Warangal in all aspects and all respects pertains to the application and its acceptance or rejection as the case may be, conducting of examination and at all consequent stages culminating in the selection or otherwise of any candidate shall be final in all respects. Kaloji Narayana Rao University of Health Sciences, Warangal reserves its right to alter and modify time and conditions laid down in the notification for conducting the various stages up to selection, duly intimating details thereof to all concerned, as warranted by any unforeseen circumstances arising during the course of this process, or as deemed necessary by Kaloji Narayana Rao University of Health Sciences, Warangal at any stage.

Place: Warangal

**Date: 13-08-2019**

**Sd/-**  
REGISTRAR  
Kaloji Narayana Rao University of  
Health Sciences, T.S, Warangal.

**ANNEXURE-I**

<b>DIRECT RECRUITMENT</b>																												
<b>JUNIOR ASSISTANTS</b>																												
<b>OC</b>		<b>BC</b>										<b>SC</b>		<b>ST</b>		<b>Ex-Ser</b>	<b>PH-VI</b>		<b>PH-HI</b>		<b>PH-OH</b>		<b>Total</b>		<b>TOTAL</b>			
		<b>A</b>		<b>B</b>		<b>C</b>		<b>D</b>		<b>E</b>																		
<b>G</b>	<b>W</b>	<b>G</b>	<b>W</b>	<b>G</b>	<b>W</b>	<b>G</b>	<b>W</b>	<b>G</b>	<b>W</b>	<b>G</b>	<b>W</b>	<b>G</b>	<b>W</b>	<b>G</b>	<b>W</b>	<b>G</b>	<b>W</b>	<b>G</b>	<b>W</b>	<b>G</b>	<b>W</b>	<b>G</b>	<b>W</b>	<b>G</b>	<b>W</b>			
5	2	0	1	0	1	0	1	0	0	0	0	1	1	0	1	1		0	1	0	0	0	0	0	0	7	8	15

\*\* OC- Open Competition, G-General, W-Women, BC- Backward Class, SC- Scheduled Caste, ST- Scheduled Tribe, Ex-Ser - Ex-Servicemen, PH- Physically Handicapped, OH- Orthopedically Handicapped, VH – Visually Impaired, HI – Hearing Impaired

<b>DIRECT RECRUITMENT</b>																											
<b>JUNIOR STENOGRAPHERS</b>																											
<b>OC</b>		<b>BC</b>										<b>SC</b>		<b>ST</b>		<b>PH-VH</b>		<b>PH-HH</b>		<b>PH-OH</b>		<b>Total</b>		<b>TOTAL</b>			
		<b>A</b>		<b>B</b>		<b>C</b>		<b>D</b>		<b>E</b>																	
<b>G</b>	<b>W</b>	<b>G</b>	<b>W</b>	<b>G</b>	<b>W</b>	<b>G</b>	<b>W</b>	<b>G</b>	<b>W</b>	<b>G</b>	<b>W</b>	<b>G</b>	<b>W</b>	<b>G</b>	<b>W</b>	<b>G</b>	<b>W</b>	<b>G</b>	<b>W</b>	<b>G</b>	<b>W</b>	<b>G</b>	<b>W</b>	<b>G</b>	<b>W</b>	<b>G</b>	<b>W</b>
1	1	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	1	3	4	

\*\* OC- Open Competition, G-General, W-Women, BC- Backward Class, SC- Scheduled Caste, ST- Scheduled Tribe, PH- Physically Handicapped, OH- Orthopedically Handicapped, VH – Visually Impaired, HI – Hearing Impaired

Place: Warangal

Date: 13-08-2019

**Sd/-**  
REGISTRAR  
Kaloji Narayana Rao University of Health Sciences,  
T.S, Warangal

**ANNEXURE-II**

**Scheme of Examination and Syllabus for Written Examination  
for Junior Assistants and for Junior Stenographers  
(Medium of written test in English Only)**

**TEST Duration:** 180 Minutes

**Maximum Marks:** 150

Sl.No.	Sections of Test	Description	No. of Questions	Maximum Marks
1.	Section- A	Computer Proficiency	50	50
2.	Section- B	Secretarial Abilities	50	50
3.	Section- C	General Knowledge	50	50
Total			150	150

**Note:**  $\frac{1}{4}$  mark will be deducted for each wrong / invalid answer

**SYLLABUS****Section-A:- COMPUTER PROFICIENCY****WORD:**

1. Create and save a document using MS WORD
  - a. Deletion of Character, Word, line and block of text
  - b. Undo and redo process
  - c. Moving, Copying and renaming
2. Format the Text document
  - a. Character formatting
  - b. Paragraph formatting
  - c. Page formatting
3. Spell Check the document
  - a. Finding and Replacing of text
  - b. Bookmarks and Searching for a Bookmarks
  - c. Checking Spelling and Grammar automatically
  - d. Checking Spelling and Grammar using Dictionary
4. Print the document
  - a. Print Preview
  - b. Print Dialog box
5. Mail Merge in MS-word
  - a. Create main document and data file for mail merging
  - b. Merging the files
  - c. From letters using mail merging
  - d. Mailing labels using mail merging
6. Table creation in MS-word
  - a. Create a table in the document
  - b. Add row, column to a table
  - c. Changing column width and row height
  - d. Merge, split cells of table
  - e. Use formulae in tables
  - f. Sorting data in a table
  - g. Formatting a table

**EXCEL:**

1. Create and save a new work book in Excel
2. Entering Data into Worksheet
3. Editing data of Worksheet
4. Formatting the text in the cells
5. Formatting the numbers in the cells.
6. Formatting Cells
7. Copying format of cell along with data format
8. Changing the height and width of Cells
9. Freezing Titles, splitting screen
10. Enter formulae for calculation in the cells
11. Copying the formula over a range of cells.
12. Inserting built-in functions in to the cells
13. Create graphs for the data using Chart Wizard
14. Format graphs in Excel
15. Printing of worksheet.

**POWER POINT:**

1. Create and save a new presentation using MS Power Point
  - Layout of opening screen in Power Point
  - The tool bars in MS Power Point
2. Choose Auto Layout for a new slide
3. Insert text and pictures into a blank slide
4. Insert new slides into the presentation
5. Apply slide transition effects
6. Slide show
7. Set animation to text and pictures in a slide
8. Set the sounds, order and timing for animation.

**INTERNET:**

1. Browse the Net using Browser software (Internet Explorer, Mozilla Firefox, Google Chrome etc.,)
2. Search the Web using Search Engines
3. Create an E-mail account
4. Send and receive E-mail.
5. E-commerce transactions.

**Section B:- SECRETARIAL ABILITIES (ENGLISH AND APTITUDE)**

1. Mental Ability. (Verbal and non - verbal)
2. Logical Reasoning.
3. Comprehension.
4. Re-arrangement of sentences with a view to improving analysis of a passage.
5. Numerical and Arithmetical abilities.

**Section C:- GENERAL KNOWLEDGE**

1. Current affairs.
2. International Relations and Events.
3. General Science in everyday life.
4. Environmental Issues and Disaster Management.
5. Geography and Economy of India and Telangana.

6. Indian Constitution: Salient Features.
7. Indian Political System and Government.
8. Modern Indian History with a focus on India National Movement.
9. History of Telangana and Telangana Movement.
10. Society, Culture, Heritage, Arts and Literature of Telangana.
11. Policies of Telangana State.

### ANNEXURE-III

#### PROFICIENCY TEST IN STENOGRAPHY (Practical Type) FOR JUNIOR STENOGRAPHER POST ONLY

Candidates as per Merit in the Objective Written Test @1:10 ratio will be called for Proficiency Test for Stenography (Shorthand & Type Writing). Candidates will be selected as per the performance in proficiency Test conducted for Stenography.

#### SCHEME OF EXAMINATION (Practical Type)

Test	Total Duration (in Minutes)	Question Paper wise Duration (in Minutes)	Maximum Marks	Minimum Qualifying marks		
				SC/ ST/ PH	B.C's	O.C's
Test for Stenography - Shorthand and Type Writing in English	60 Minutes	30 Minutes Shorthand	50	15	18	20
		30 Minutes Type Writing	50	15	18	20

Place: Warangal

**Date: 13-08-2019**

**Sd/-**

REGISTRAR

Kaloji Narayana Rao University of Health Sciences,  
T.S, Warangal