



NATIONAL LAW UNIVERSITY TRIPURA

SYLLABUS FOR THE RECRUITMENT OF NON-TEACHING POSITIONS

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I. Syllabus for the Written Examination & Interview for Selection of the Candidates to the 'ELECTRICIAN' Post

| Subjects | Syllabus | Full Marks | Time |
|---------------------------------------|---|------------|------|
| General Knowledge and current affairs | General Knowledge Tripura, India, Simple arithmetic games and sports | 25 | 3hrs |
| | Current affairs Tripura, India, North East | 25 | |
| | Branch/Trade related question | 20 | |
| | Aptitude test | 15 | |
| Interview | Personal Qualities | 15 | |
| Total | (Written-85 + Interview-15) =100 | 100 | |

II. Syllabus for Written Examination for Direct Recruitment of the 'PRINCIPAL PRIVATE SECRETARY' Post

| Subjects | Syllabus | Full marks | Time |
|----------------------|--|------------|------|
| English | English Communication ,Translation into English from Bengali/ hindi. common phrase etc. | 50 | 3hrs |
| | Use of appropriate proposition and articles, correction of sentences, , synonyms & antonyms. | | |
| GK & Current Affairs | i) matter of common experience and current events and problems with special reference to India and world, helping the development of curiosity and interest among the youths | 25 | |
| | ii) Elementary Knowledge of Indian history and Indian geography | | |
| Job Oriented | Objective questions. Manual of office procedure, TCS conduct rules pension & Leave rules, Basic Features of constitution of India (assembly & parliamentary). | 15 | |
| Interview | Personal Qualities | 10 | |
| Total | (Written-90 + Interview-10) =100 | 100 | |

III. Syllabus for the Written Examination & Interview for Selection of the Candidates to the 'COOK' Post

| Subjects | Syllabus | Full Marks | Time |
|--|---|------------|------|
| English & General studies (class V standard) | Knowledge of Bengali or Kok-Borok, Arithmetic(addition, subtraction, Multiplication, division) | 10 | 2hrs |
| | Knowledge of basic English | 10 | |
| General Knowledge & current Affairs. | Matter of common experience and current events and problems with special reference to India and Tripura | 10 | |
| | Duties of Group-D post in the various Government Departments, knowledge of cuisine . | 5 | |
| Interview | Personal Qualities | 15 | |
| Total | (Written-35 + Interview-15)=50 | 50 | |

IV. Syllabus for the Written Examination & Interview for Selection of the Candidates to the 'MULTITASKING STAFF' Post

| Subjects | Syllabus | Full Marks | Time |
|--|---|------------|------|
| English & General studies (class V standard) | Knowledge of Bengali or Kok-Borok, Arithmetic (addition, subtraction, Multiplication, division) | 10 | 2hrs |
| | Knowledge of English | 10 | |
| General Knowledge & current Affairs. | Matter of common experience and current events and problems with special reference to India and Tripura | 10 | |
| | Duties of Group-D post in the various government Departments | 5 | |
| Interview | Personal Qualities | 15 | |
| Total | (Written-35 + Interview-15) =50 | 50 | |

V. Syllabus for the Written Examination & Interview for Selection of the Candidates to the **'DATA ENTRY OPERATOR' Post**

| Subject | Syllabus | Full marks | Time |
|--------------------|---|------------|------|
| Paper-I English | English Communication ,translation into English from Bengali, hindi, | 35 | 2hrs |
| | use of appropriate preposition and Articles, Correction of sentences, Common Phrases synonyms antonyms | | |
| Paper -II | i) Matter of common experience and current events and problems with special reference to India and world, helping the development of curiosity and interest among youths. | 50 | |
| | ii) Elementary knowledge of Indian history, Indian geography and constitution of India. | | |
| Interview | Personal Qualities of the candidates | 15 | |
| Total | (Written-85 + Interview-15) =100 | 100 | |

VI. Syllabus for the Written Examination & Interview For Selection of the Candidates to the **'SEMI PROFESSIONAL ASSISTANT' Post**

| Subject | Syllabus | Full marks | Time |
|--------------------|---|------------|------|
| Paper-I English | English Communication, Translation into English from Bengali, hindi | 35 | 2hrs |
| | use of appropriate preposition and Articles, Correction of sentences, Common Phrases synonyms antonyms | | |
| Paper -II | i) Matter of common experience and current events and problems with special reference to India and world, helping the development of curiosity and interest among youths. | 50 | |
| | ii) Elementary knowledge of Indian history, Indian geography and constitution of India. | | |
| Interview | Personal Qualities of the candidates | 15 | |
| Total | (Written-85 + Interview-15) =100 | 100 | |

VII. Syllabus for the Written Examination & Interview For Selection of the Candidates to the 'SYSTEM ADMINISTRATOR' Post

| Subject | Syllabus | Full Marks | Time |
|---|--|------------|------|
| <u>Part A - General Aptitude</u> | <ul style="list-style-type: none"> • Written English Communication • Basic mathematical and logical ability General comprehension | 20 | |
| <u>Part B – Technical</u> | <p>Basics: Roles and responsibility of the system administrator, Friction between UNIX and Linux, Linux distributions and examples, System-specific administration tools, Man pages and other authoritative documentations. Familiarity with Linux servers and Windows servers.</p> <p>Scripting and the Shell: Shell basics -Command editing, Pipes and redirection, Variables and quoting, Common filter commands, bash scripting, Regular expressions, Python scripting, Scripting best practices.</p> <p>Bootstrapping the system: Booting PCs, GRUB: The GRand Unified Boot loader, Booting to single user mode, Working with startup scripts, init and its run levels, systemd, Rebooting and shutting down.</p> <p>Access Control and Users: Traditional UNIX access control, Modern access control -Role-based access control, SELinux: security-enhanced Linux, PAM: Pluggable Authentication Modules, Kerberos -third-party cryptographic authentication, Access control lists, Real-world access control –su and sudo, Pseudo-users other than root, The /etc/passwd file, The /etc/shadow file, The /etc/group file, Adding and removing users, Managing users with system-specific tools.</p> <p>Controlling Processes: Components of a process, The life cycle of a process, Signals, kill, Process states, nice and renice: influence scheduling priority, ps -monitor processes, Dynamic monitoring with top, prstat, and topas, The /proc file system, strace: trace system calls, Run away processes.</p> | 40 | 3hrs |

| | | | |
|---|---|-----------|--|
| | <p>Periodic Processes: cron -schedule commands, The format of crontab files, Crontab management, Linux and Vixie-cron extensions, Common uses for cron.</p> <p>The Filesystem: Pathnames, Filesystem mounting and unmounting, Filetypes, File attributes -The permission bits, The setuid and setgid bits, The sticky bit.</p> <p>Syslog and log files: Syslog: the system event logger, Syslog architecture, Configuring syslogd, Syslog debugging, Alternatives to syslog, Linux kernel and boot-time logging, logrotate -manage log files, Condensing log files to useful information, Logging policies.</p> <p>Backups and restore: Introduction and requirements for backups, Backup devices and media, Incremental backups, dump and restore, archiving programs –tar and dd, Commercial backup products.</p> <p>Networking and Routing: TCP/IP and its relationship to the Internet, Networking road map, Packet addressing, IP addresses, Routing, ARP, DHCP, Basic network configuration, Linux networking.</p> <p>Miscellaneous : Software installations on Cloud, Amazon EWS, Website maintenance and development, Maintenance of Educational ERP, Email servers, Manage licensed softwares, Deploy and Manage Local Area Network, Cyberoam configuration, Internet service providers, Basic knowledge of maintaining High Performance Computing facility,</p> | | |
| <p>Part C - Skills/ Practical Aspects:</p> | <p>OS Installations, VM Installation, Configurations, Printing, etc. Effectively use shell scripts e.g., Bash, Perl, Python, to monitor and manage IT infrastructure. Bootstrapping and shutdown, and the related scripts involved during the processes. Able to configure & debug the startup scripts. Access control and user management. Effectively manage (e.g., monitor, start, stop, schedule, etc.) the processes. Mount/unmounts/ configure/ access-control/ etc. the filesystem. Network configuration and management. To</p> | <p>25</p> | |

| | | | |
|--------------|---|------------|--|
| | generate/configure/debug Syslog and logfiles. To generate/configure/debug backups and restore | | |
| Interview | Personal Qualities | 15 | |
| Total | (Written-85 + Interview-15) =100 | 100 | |

VIII. Syllabus for the Written Examination & Interview for Selection of the Candidates to the 'JUNIOR ASSISTANT' Post

| Subject | Syllabus | Full marks | Time |
|--------------------|---|------------|------|
| Paper-I English | English Communication , Translation into English from Bengali, hindi appropriate Summery/ precise MCQ type | 35 | 2hrs |
| | Use of appropriate preposition and Articles, Correction of sentences, Common Phrases synonyms antonyms | | |
| Paper -II | i) Matter of common experience and current events and problems with special reference to India and world, helping the development of curiosity and interest among youths. | 50 | |
| | ii) Elementary knowledge of Indian history, Indian geography and constitution of India. | | |
| Interview | Personal Qualities | 15 | |
| Total | (Written-85 + Interview-15) =100 | 100 | |

IX. Syllabus for the Written Examination & Interview for Selection of the Candidates to the 'SECTION OFFICER' Post

| Subjects | Syllabus | Full marks | Time |
|----------------------|--|------------|------|
| English | English Communication Translation into English from Bengali, appropriate Summery/ precise MCQ type | 50 | 3hrs |
| | Use of appropriate proposition and articles, correction of sentences, common phrase, synonyms & antonyms. | | |
| GK & Current Affairs | i)matter of common experience and current events and problems with special reference to India and world, helping the development of curiosity and interest among the youths ii) Elementary Knowledge of Indian history and Indian geography | 25 | |
| Job Oriented | Manual of office procedure ,TCS conduct rules pension & Leave rules, Basic Features of constitution of India (assembly & parliamentary). | 15 | |
| Interview | Personal Qualities | 10 | |
| Total | (Written-90 + Interview-10) =100 | 100 | |

X. Syllabus for the Written Examination & Interview for Selection of the Candidates to the 'ACCOUNTS OFFICER' Post

| Subject | Particulars | Full Marks | Time |
|--|---|------------|------|
| Part-I General English (Graduate Standard) | Voice Change, Comprehension, Idioms & Phrases, Sentence Correction, Antonyms and Synonyms, Verbal Reasoning, Articles & Prepositions etc. | 20 | 3hrs |
| Part-II General Knowledge & Current Affairs and Indian Constitution | General Knowledge with special reference to Tripura & North Easter Region, Current Affairs of Local, national and international importance. Constitution of India-Chapters: I, V, VI, VIII, IX, IX(A), X, XI, XII, XIV, XVIII, XIX & XX with relevant Schedules etc. | 10 | |
| Part-III | <u>Acts and Rules of State & Central Government:</u> DFPRT-2017, FR& SR,GFR-2017, Central treasury Rules Part-I, the Tripura State Goods & Service Tax Act-2017, Pension Rules TA & KTC Rules , the Tripura State Civil Services (Leave) Rules-1986 , Joining Time Rules, Medical | 60 | |

| | | | |
|--------------|--|------------|--|
| | <p>Attendance Rules, GPF Rules, CPF rules, Civil Service Conduct Rules, Govt. Accounting Rules 1990 , Receipts & Payments Rules -1983</p> <p><u>Civil Accounts including Government Accounting :</u> Fundamental Principles of Accounting-Meaning Objectives, Types of Accounting Information Advantages and Limitations, Qualitative Characteristics of Accounting Information, Theory Base of Accounting –Basic Concepts and Conventions, Generally Accepted Accounting Principles (GAAP), an Introduction to Indian Govt. Accounts & audit. Depreciation, Provisions and Reserves, Bill of Exchange, Promissory Notes and Cheques, Accounting Standards issued by ICAI, Financial Statements-Sole proprietorship concerns, Non-profit seeking Organizations, Analysis of Financial Statements, Structure of Government Accounts, Receipt & Payment Rules -1983, Government Accounting Rules -1990.</p> <p><u>Treasury Operation :</u> Treasury Operation with reference to Tripura.</p> <p><u>Business:</u> Business Laws.</p> <p><u>Taxation:</u> Direct and Indirect Taxation.</p> <p><u>Cost Accountancy :</u> Books of Accounts in Cost Accounting, Cost Accounts Rules & Records, Reconciliation of cost and Financial Accounts, Materials, Labour and Direct Expenses, Marginal Costing, Production Accounts and Cost Sheet, Process Accounts.</p> <p><u>Basic Statistics:</u> Mean, Median, Mode & Exploratory Data Analysis, Frequency Distributions and Graphs, Histograms, Frequency Polygons and Ogives, Standard Deviation and Variance, Data Collection and Sampling Techniques, Probability and Correlation and Regression.</p> <p><u>Basic Knowledge & Skills of Computer:</u> Networking & E-mail, MS Office, Database Management System (SQL)</p> | | |
| Interview | Personal Qualities | 10 | |
| Total | (Written-90 + Interview-10) =100 | 100 | |

GENERAL NOTE:

1. All candidate should have valid PRTC issued by competent authority
2. The examination for direct recruitment will be conducted by the University.
3. MCQ pattern of questions will be set and only OMR Sheets will be used for answering.
4. Question papers will be set only in **English** language.
5. Each question shall bear **1(one)mark**
6. There shall be **negative marking** of a **half (1/2)** mark for each wrong answer/multiple answers.
7. Written Test and Viva-Voce will be held in Agartala only.
8. Final selection will be based on the marks obtained after totaling marks scored in the Written Test and Viva-Voce.

Sd/-
Registrar
National Law University Tripura