



PONDICHERRY UNIVERSITY
(A Central University)

R. Venkataraman Nagar, Kalapet, Puducherry - 605 014

Ref.No.PU/ESTT/NT1/I-12/5/2015/ 216 .

Date: 22.12.2015

Circular

Sub: PU- ESTT- Conduct of Departmental Test for promotion to the post of Technical Assistant in the trade of Civil and Electrical- Reg.

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It is proposed to conduct the Qualifying Departmental Test for promotion to the post of Technical Assistant, in the pay Band of Rs.5200-20,200 with grade pay of Rs.2400.

The employees who fulfil the Recruitment Rules requirement with the following Educational qualification and experience are eligible to appear for the Departmental Test.

“Employees serving as Engineering Assistant in the pay scale of Rs.3050-4590 (pre-revised) Rs.5200-20,200 with grade pay of Rs.1900 (Revised) with ITI/Equivalent Certificate in their trade”

Employees who are eligible as per the above qualification and willing to appear for the test are hereby instructed to apply in the enclosed format to the undersigned on or before 04.01.2016.

The syllabus for the Departmental Test for the above post in the field of Civil and Electrical are enclosed.


// BY ORDER //


DEPUTY REGISTRAR (ADMN.)

To

All Directors/Deans/Heads of Departments/Librarian/Centre Head/ Officers
Pondicherry University
Pondicherry

-With a request to display in the Notice Board and circulate among the Non-teaching staff

Copy to  The Systems Manager, Pondicherry University for hosting the circular in the University website

**PONDICHERRY UNIVERSITY
PUDUCHERRY**

APPLICATION FOR DEPARTMENTAL TEST

1. Post applied for :
2. Name of the employee :
3. Employee code No. :
4. Present Designation :
5. Scale of pay and basic pay drawn :
6. Date of joining on regular basis :
7. No. of years of service :
As Engineering Assistant
8. Have you passed 10th Std.
9. Do you have the ITI/Equivalent :
Certificate in requisite trade?
If so, specify

I hereby declare that, I am willing to appear for the Departmental Test prescribed for the post of _____ and I also assure that, I shall abide by the Rules and Regulations prescribed for the Test.

Place :

Date :

Signature :

Name :

Designation :

SYLLABUS FOR DEPARTMENTAL TEST FOR THE POST OF TECHNICAL ASSISTANT (ELECTRICAL)

Basic English & General Knowledge

Basic Mathematics knowledge :

Calculation of area of Regular Shapes (Square, Rectangle, Circle), Volume, Electrical Power & Energy, basic algebra and trigonometric equations.

Basic Electrical Engineering :

Materials Used - Their Properties & Applications :

Conductors - Low resistive, high resistive & Insulators, properties & capacities of various interconnects.

Electrical Terminology & Meaning :

Direct Current, Alternating Current, Voltage, Current, Power, heat capacities etc.,

Basic Units, Use of Tools and Measuring Instruments - for electro mechanical & refrigeration Systems

Basics of Electrical Appliances - Wiring methods:

Alternator, Transformer, UPS, Lamps, Fans, Air-conditioners etc.,

Safety & First aid Practice in Electrical Engineering

Work execution methods :

Preparation of Contract terms & conditions, tender and contract forms, technical & commercial comparative statements, work estimation, supervision, Measurement book entries, verification of work and documents.

Syllabus for Technical Assistant (Civil)

01. General Knowledge
02. Measurements
03. Mathematics – Related to shapes, area, volume and equation
04. Construction / Building materials
05. Strength of materials (Various materials like concrete etc.,)
06. Estimation (Preliminary / Detailed)
07. Foundation Engineering - Types of foundation - Bearing capacity-water table, loading - settlement analysis - types of soil test.
08. Environmental Engineering - Water treatment - Distribution of water-sewage and sewage treatment - waste water/sludge disposal
09. Maintenance of Buildings and roads
10. Types of structures and loads
11. Calculation of bending moments / shear force - various types of loading/design
12. Rate analysis for non scheduled items (Extra items, substitute items, reduced rate items)
13. Preparation of tender document / comparative statement
14. Procedure for Tender (Notice Inviting Tender)
15. Method of measurements and preparation of contractor bills
16. General designs concepts / calculation