

PART-L

(See item No.8 (a c & d) in Part-C of Schedule-III)

(A) Written Test for the Post of Clerks/Proof Readers under Modes (a) (c) & d

Written test shall consist of two parts viz. **Part- A** and **Part-B:**

Part-A (Screening Test)

It shall be in English Language consisting of MCQ type carrying four choices for each question, out of which the correct answer shall have to be given by the candidate on OMR answer sheet by blackening the appropriate circle or any other mode as suggested in the question paper/O.M.R. sheet. Each question shall carry equal weightage of one mark. There shall be negative marking in the Screening Test and 1/3rd mark shall be deducted for giving each wrong answer. The Screening test shall be of **two** hours duration comprising **100** questions of **100** marks in aggregate, touching the following subjects:

1)	General Knowledge	60 marks
(a)	International	10
(b)	National	20
(c)	Himachal Pradesh	30

Note:1: The questions may be relating to Geography, Culture, Sports,

General Science, History, Who is Who, Tourism, Current events, Computers, Current Affairs, Indian and H.P. Judiciary etc.

2) Basic knowledge of Computers | 20 marks.

3) Reasoning | 20 marks

Note:2: The O.M.R. sheets containing the answers of M.C.Q. type questions shall be got evaluated through the electronic mode and the candidates qualifying the screening test by securing at least **50** per cent marks shall be called for the written examination, if they fall in the ratio of **1:6** which means six candidates against one vacancy advertised.

PART-B (Computers, English and Hindi)

(a) Written Test shall be of total 80 marks to be completed in 2 hours consisting of the following:-

Sl. No.	Description of the Question.	Marks
(i)	Essay, in English - 300 words	15 marks
(ii)	Essay, in Hindi - 300 words	15 marks
(iii)	Translation from English to Hindi (one Paragraph containing at least ten sentences)	15 marks
(iv)	Translation from Hindi to English (one Paragraph containing at least ten sentences)	15 marks
(v)	Computers	20 marks

Note 3: Candidates qualifying the Written test by securing at least 50 per cent marks shall be called for the Typing Test in the ratio of 1:5 which means five candidates against one vacancy advertised.

(b) Typing Test:

The candidates shall have to qualify, typing test at a speed of **30 W.P.M.**, in English, on computers, wherefor a separate test shall be held.

Provided that only **10%** of the mistakes in typing test shall be permitted which in other words means that if any candidate commits more than thirty (**30**) mistakes, then notwithstanding the fact that he has successfully typed out the given passage/material with the speed of 30 w.p.m. still he shall be declared as unqualified and shall not be eligible to appear in the interview.

Note-1: The time for typing test shall be ten (10) minutes.

Note-2: The typing test shall be merely qualifying and marks obtained therein shall not be counted for determining the final merit.

(c) Interview shall be of 10 marks as follows:-

Sl. No.	Description of the Field.	Marks
(i)	General Knowledge/General Awareness	4 marks
(ii)	Experience	3 marks
(iii)	Educational Qualification	3 marks

(d) **Note: 3: Final Merit list shall be drawn on the basis of written test as well as interview.**

(e) **Criterion for Awarding marks for Educational Qualification**

(i)	Any Bachelor Degree	1 mark
(ii)	Bachelor Degree with first division	2 marks
(iii)	LLB/Master Degree and above	3 marks

(f) **Criterion for Awarding marks for Experience**

(i)	One year	½ mark
(ii)	Two years	01 mark
(iii)	Three years	1 ½ mark
(iv)	Four years	2 marks
(v)	Five years	2 ½ marks
(vi)	Six years	3 marks

Note:The experience of working on any Clerical post or on higher post shall be taken into consideration only if the experience certificate is shown, in original, at the time of interview .