

Part-V

(See Rules 7 & 8 and item No. 17 of Schedule-II)

Screening Test, Written Test, Typing Test and Interview for filling up of the Post of Junior Office Assistants (I.T.) (Contract Basis)

A. The competitive examination for filling up the post(s) of Junior Office Assistants (I.T.) (Direct Recruitment - Contract basis) shall be conducted in the manner prescribed herein below:

(a)	<p>Written test shall consist of two parts viz. Part- A and Part-B:</p> <p>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. The Screening test shall be of two hours duration comprising 100 questions of 100 marks in aggregate, touching the following subjects:</p>												
	<table border="1"><thead><tr><th></th><th>General Knowledge</th><th>50 Marks</th></tr></thead><tbody><tr><td>a)</td><td>International</td><td>15 Marks</td></tr><tr><td>b)</td><td>National</td><td>15 Marks</td></tr><tr><td>c)</td><td>Himachal Pradesh.</td><td>20 Marks</td></tr></tbody></table>		General Knowledge	50 Marks	a)	International	15 Marks	b)	National	15 Marks	c)	Himachal Pradesh.	20 Marks
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a)	International	15 Marks											
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c)	Himachal Pradesh.	20 Marks											
	<p>Note 1: The questions may be relating to Geography, Culture, Sports, General Science, History, Who is Who, Tourism, Current events, Computers, Indian and H.P. Judiciary etc.</p>												
	<table border="1"><tbody><tr><td>2)</td><td>Basic knowledge of Computers</td><td>30 marks.</td></tr><tr><td>3)</td><td>Reasoning</td><td>20 marks.</td></tr></tbody></table>	2)	Basic knowledge of Computers	30 marks.	3)	Reasoning	20 marks.						
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	<p>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 shall be called for the written examination and typing test, if they fall in the ratio of 1:5 which means five candidates against one vacancy advertised. The typing test of such candidates may be conducted on the day, the written examination is held or the High Court may notify another date for holding the typing test.</p>												

PART-B (Computers, English and Hindi)

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

(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 five sentences)	10 marks
(iv)	Translation from Hindi to English (one Paragraph containing at least five sentences)	10 marks
(v)	Computers	30 marks

The qualifying marks of the written examination shall be 45% out of the aggregate marks. The candidates qualifying the written examination and the typing test shall be called for interview provided they fall in the ratio of 1:3 i.e three candidates against one post advertised.

(b)

Typing Test:

The candidates shall have to qualify, typing test at 30 W.P.M., in English, on computers,

Provided that only **10%** of the mistakes in typing test shall be permitted.

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:-

(i)	General Knowledge/General Awareness	4 marks
(ii)	Experience	3 marks
(iii)	Educational Qualification	3 marks
	Total	10 marks

(d)

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 Diploma in Computers from I.T.I. or equivalent	1 mark
(ii)	Bachelor Degree in Computers/ P.G. Diploma in Computers	2 marks
(iii)	Any Master Degree and above	3 marks

(f)

Criterion for Awarding marks for Experience

(i)	One year	½ mark
(ii)	Two years	1 mark
(iii)	Three years	1½ marks
(iv)	Four years	2 marks
(v)	Five years	2½ marks
(vi)	Six years	3 marks

Note: The experience of working on any Clerical post with practical experience of working on computers or on higher post or working as a Networking Engineer/Desktop Engineer/System Assistant or above shall be taken into consideration, only if, the experience certificate is shown, in original, at the time of interview and there is mention to this effect in the application submitted by the candidate.