

Part-IV

(See Rules 7 and 8 and item No. 15 (b, c & d) and item No.16 of Schedule-II

Screening Test, Written Test, Typing Test and Interview for filling up the Posts of Clerks or equivalent posts.

A. The competitive examination for filling up the post(s) of Clerks (Direct Recruitment - Regular/Contract basis shall be conducted in the manner prescribed herein below:

(a)	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. The Screening test shall be of two hours duration comprising 100 questions of 100 marks in aggregate, touching the following subjects:		
	1) 1)	<table border="1" style="width: 100%;"><tr><td style="width: 50%;">General Knowledge</td><td style="width: 50%;">70 Marks.</td></tr></table>	General Knowledge
General Knowledge	70 Marks.		
2)	<table border="1" style="width: 100%;"><tr><td style="width: 50%;">Basic knowledge of Computers</td><td style="width: 50%;">10 marks.</td></tr></table>	Basic knowledge of Computers	10 marks.
Basic knowledge of Computers	10 marks.		
3)	<table border="1" style="width: 100%;"><tr><td style="width: 50%;">Reasoning</td><td style="width: 50%;">20 marks.</td></tr></table>	Reasoning	20 marks.
Reasoning	20 marks.		
Note:1: 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, if they fall in the ratio of 1:5 which means five candidates against one vacancy advertised.			

PART-B (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 - 500 words	25 marks
(ii)	Essay, in Hindi - 500 words	25 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

Note: The qualifying marks of the written examination shall be 45% out of the aggregate marks. The candidates qualifying the written examination 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:

Within one year of appointment, the candidates shall have to qualify, typing test with speed of 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.

(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)	<u>Criterion for Awarding marks for Educational Qualification</u>		
	(i)	Any Bachelor Degree	1 mark
	(ii)	Bachelor Degree with first division	2 marks
	(iii)	LLB/Master Degree and above	3 marks
(f)	<u>Criterion for Awarding marks for Experience</u>		
	(i)	One year	$\frac{1}{2}$ mark
	(ii)	Two years	1 mark
	(iii)	Three years	$1\frac{1}{2}$ marks
	(iv)	Four years	2 marks
	(v)	Five years	$2\frac{1}{2}$ marks
	(vi)	Six years and above	3 marks
<p>Note: The experience of working on any Clerical or equivalent post shall be taken into consideration only if the experience certificate is shown, in original, at the time of interview and a mention thereof is made in the application form submitted by the candidate.</p>			