

PART - K**(See item No. 8 (a c & d) in PART - C of Schedule - III)****Written Test for the Post of Clerks/Proof Readers under Modes (a) (c) & (d)****(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 [.....]⁸¹. 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 marks
(b)	National	20 marks
(c)	Himachal Pradesh	30 marks
Note	The questions may be relating to Geography, Culture, Sports, - 1: 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

81 Deleted vide Himachal Pradesh High Court Officers and members of Staff(Recruitment, Conditions of Service, Conduct and Appeal) 1st Amendment, Rules 2016 w.e.f. 25.02.2016

(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 [.....] ⁸² 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)		
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 Screening test as mentioned in Note – 2 above, shall be called for written examination and typing test. The candidate is required to secure at least 45 per cent marks in main written test.] ⁸³	
(b)	Typing Test: [The High Court may conduct the typing test of the candidates on the day, they appear for the main written examination or may notify some another date for the typing test.] ⁸⁴ The candidates shall have to qualify, typing test at a speed of 30	

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83 Substituted vide Himachal Pradesh High Court Officers and members of Staff(Recruitment, Conditions of Service, Conduct and Appeal) 1st Amendment, Rules 2016 w.e.f. 25.02.2016

84 Inserted vide Himachal Pradesh High Court Officers and members of Staff(Recruitment, Conditions of Service, Conduct and Appeal) 1st Amendment, Rules 2016 w.e.f. 25.02.2016

<p>W.P.M., in English, on computers, wherefor a separate test shall be held.</p> <p>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.</p> <p>Note – 1: The time for typing test shall be ten (10) minutes.</p> <p>Note – 2: The typing test shall be merely qualifying and marks obtained therein shall not be counted for determining the final merit.</p>		
(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)	L.L.B./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	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		