

CRITERIA FOR FILLING UP THE POSTS

CLERKS and STENO-TYPISTS (ENGLISH)

Written Test of all eligible candidates : 200 marks
(Two papers of 100 marks each of 2 hours duration)

Each question will carry 1 mark. There will be no negative marking. The medium of examination will be English.

FIRST PAPER - MORNING SESSION: 10.00 A.M TO 12.00 NOON

English (Upto 12th level)	: 40 marks
General Knowledge	: 40 marks
Computer Proficiency Test	: 20 marks

SECOND PAPER – EVENING SESSION: 02.00 P.M TO 04.00 P.M

Mathematics (upto 10th level)	: 40 marks
Statistics (upto 10th level)	: 30 marks
Aptitude (Reasoning Verbal & Non-verbal)	: 30 marks

FOR THE POSTS OF CLERKS ONLY

Please see para 4 of the caption "Selection Procedure"

Typing Test on Computer for 10 minutes @ 35 words per minute	: Only Qualifying Test (No marks/Weightage)
---	--

FOR THE POSTS OF STENO-TYPISTS (ENGLISH) ONLY

Stenography Test in English at the speed of 80 words per minute in Stenography and 20 words per minute to transcript the same on computer	: Only Qualifying Test (No marks/Weightage)
--	--

- (i) In case of any question having more than one possible answers, then weightage of wrong question will be given to all candidates as benefit of doubt.**
- (ii) In 10 minutes typing test, 3 minutes & 20 seconds extra time will be given to Persons with Benchmark Disabilities (PWD) candidates.**

NOTE:

If the number of candidates exceed fifty thousand, then a preliminary test will be conducted and aspirants equal to 20 times of the vacancies in each category will be shortlisted on the basis of merit for final test. The scheme of examination for the preliminary test will be as English – 20 marks, General Knowledge – 20 marks, Computer Proficiency Test – 20 marks, Mathematics – 20 marks, Statistics – 20 marks and Aptitude – 20 marks. The duration of the test will be two hours and there will be no negative marking.