Scheme of Examination for Recruitment to the Post of Assistant Engineer (Civil) (Direct Recruitment)

The following shall be the Scheme of Examination, components of written test and its syllabus for recruitment to the post of Assistant Engineer (Civil) by Direct Recruitment.

A. Scheme of the Examination:

Туре	Written Test	Time Duration	Maximum Marks
Paper-1	Objective Type (80 questions)	1.30 hours	80
Paper-2	Descriptive Type	2.30 hours	120
Total Mark	s: (80 + 120)		200 Marks

B. Components of Written Test:

Paper-1 (Objective Type) – Number of Questions 80, Maximum Marks 80, Time allowed: 1:30 hours)

Note: There shall be no negative marking for wrong answers.

C. Syllabus

Paper -1:

Questions will be designed to test the ability of the candidate's General Studies as under:

SI. No.	Subject	Syllabus	No. of
	General English	Comprehension, Grammar, Synonyms and Antonyms, Sentence Correction etc.	Questions
	General Science	General application and understanding of science including matters of everyday observation and experience	
	Current Affairs	Knowledge of significant national and international events	
	History	General understanding of the subject in its social, economic and political aspects	
	Geography	Physical, Social and Economic Geography of the country, including the main features of Indian agricultural and natural resources, etc.	80
	Computer Knowledge	MS-Word, Excel, PPT, Tally, Email etc	
	Indian Polity & Economy	Country's political system and Constitution of India, Panchayati Raj, Social systems and economic developments in India, etc.	
	General Mental Ability & Empathy	Reasoning and analytical abilities, Situational analysis, empathy etc.	





Paper-2: (Descriptive Type) – Domain Knowledge: General Engineering (Civil & Structural) Maximum Marks: 120, Time allowed: 2:30 hours

The questions will be designed to test the domain knowledge of the candidate in the following areas:

➢ Building Materials: Physical and Chemical properties, classification, standard tests, uses and manufacture/quarrying of materials e.g. building stones, silicate based materials, cement (Portland), Asbestos products, Timber and Wood based Products, laminates, bituminous materials, paints, varnishes.

Surveying: Principles of surveying, working of properties, compass and bearing, plane table surveying, theodolite traverse, adjustment of theodolite, levelling and contouring, curvature, refraction, permanent adjustment of dumpy level, methods

of contouring and uses of a control map, tachometric survey.

Soil Mechanics: Origin of soil phase diagram, definitions of void ratio, porosity, degree of saturation, water content, specific gravity of soil grains and unit weights, grain size distribution curves for different solid and their uses. Atterjerg's limits, ISI soil classification, plasticity chart, coefficient of permeability, effective stress, consolidation of soils. Calculation of shear strength of soils, direct shear test, vane shear test, triaxial test, soil compaction, Lab compaction, Lab compaction test, moisture content and bearing capacity of soils, plate load test, standard penetration test.

Hydraulics: Fluid properties, hydrostatics, measurements of flow, Bernoulli's theorem and its application, flow through pipes, flow in open channels, weirs,

flumes, spillways, pumps and turbines.

Environmental Engineering: Quality of water, source of water supply, purification of water, distribution of water, need of sanitation, sewerage system, circular sewers, oval sewer, sewer appurtenances, surface water drainage,

sewage treatments.

Structural Engineering: Theory of structures: Elasticity constants, type of beams, determinate and indeterminate, bending moment and shear force diagrams of simply supported, cantilever and over hanging beams. Moment of area and moment of inertia for rect. & circular section, bending moment and shear stress for tee, channel and compound sections, chimneys, dams and etaining walls, eccentric loads, slope deflection of simply supported and cantilever beams, critical load and columns, torsion of circular section.

Concrete Technology: Properties, Advantages and uses of concrete, cement aggregates quality, water cement ratio, workability, mix design, storage, batching, mixing, placement, compaction, finishing and curing of concrete, quality control of concrete, hot weather and cold weather concreting, repair and maintenance of

concrete structure.

RCC Design:

RCC beams: flexural strength, shear strength, bond strength, design of single reinforced beans, lintels, cantilever beams, double reinforced beams, one way slabs, two way slabs, isolated footings, reinforced brick work. T-beams, columns, staircases, retaining walls, water tanks (RCC design questions may be based on both Limit State method and Working Stress method).

Steel Design: Steel design and construction of steel columns, beams, roof

trusses, plate girders

Noting & Drafting , E-tender, Procurement of Goods, Works etc.

D. Interview:

The interview/personality test shall be conducted in such a manner that the candidates' suitability for the post is probed among other things, through academic qualifications, relevant experience, extra-curricular activities, general awareness/knowledge, communication and problem solving skills and overall personality etc.

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V

Scheme of Examination for Recruitment to the Post of Assistant Engineer (Electrical) (Direct Recruitment)

The following shall be the Scheme of Examination, components of written test and its syllabus for recruitment to the post of Assistant Engineer (Electrical) by Direct

A. Scheme of the Examination:

Туре	Written Test	Time Duration	Maximum Marks
Paper-1	Objective Type (80 questions)	1.30 hours	80
Paper-2	Descriptive Type	2.30 hours	120
Total Mark	s: (80 + 120)		200 Marks

B. Components of Written Test:

Paper-1 (Objective Type) – Number of Questions 80, Maximum Marks 80, Time allowed: 1:30 hours)

Note: There shall be no negative marking for wrong answers.

C. Syllabus

Paper -1:

Questions will be designed to test the ability of the candidate's General Studies as under:

SI. No.	Subject	Syllabus	No. of
	General English General Science Current Affairs History Geography	Comprehension, Grammar, Synonyms and Antonyms, Sentence Correction etc. General application and understanding of science including matters of everyday observation and experience Knowledge of significant national and international events General understanding of the subject in its social, economic and political aspects Physical, Social and Economic Geography of the country, including the main features of Indian agricultural and natural resources, etc.	Questions 80
	Computer Knowledge Indian Polity &	MS-Word, Excel, PPT, Tally, Email etc Country's political system and Constitution	
	Economy General Mental Ability & Empathy	of India, Panchayati Raj, Social systems and economic developments in India, etc. Reasoning and analytical abilities, Situational analysis, empathy etc.	









Paper-2: (Descriptive Type) – Domain Knowledge: General Engineering (Civil & Structural) Maximum Marks: 120, Time allowed: 2:30 hours

The questions will be designed to test the domain knowledge of the candidate in the following areas:

- Principle and practice of planning, estimation, design, preparation of tender.
- Contract administration, preparation of bills, analysis of rates, extra items, dev. Items, subst. items pertaining to Electrical works.
- CPWD specification, works manual, basic IS codes, sequence of execution of original and maintenance works
- Basic electrical engineering. Preparation, understanding & interpretation of drawings.
- > Air conditioning and HVAC.
- Sub-station, earthing systems.
- Installation and maintenance of electrical and HVAC system of campuses.
- Preparation and checking estimates, drawings, analysis of rates, extra items, dev. Items & substituted items, NIT.
- Verification of energy consumption bills received from local Elect. Supply Co., general supervision of Energy meter to see whether they are working satisfactorily
- Familiarity with PWD/CPWD norms and procedures, GFR-2017, eprocurement.
- Knowledge of other related work and procedures.
- Noting & Drafting , E-tender, Procurement of Goods, Works etc.

E. Interview:

The interview/personality test shall be conducted in such a manner that the candidates' suitability for the post is probed among other things, through academic qualifications, relevant experience, extra-curricular activities, general awareness/knowledge, communication and problem solving skills and overall personality etc.



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Scheme of Examination for Recruitment to the Post of

Section Officer (Direct Recruitment)

The following shall be the Scheme of Examination, components of written test and its syllabus for recruitment to the post of **Section Officer** by **direct recruitment**.

Scheme of the Examination:

Туре	Written Test	Time Duration	Maximum Marks
Paper-1	Objective Type	1:30 hours	80
Paper-2	Descriptive Type	2:30 hours	120
Total Marks			200 Marks

Components of Written Test:

Paper-1 (Objective Type) – Number of Questions 80, Maximum Marks 80, Time allowed: 1:30 hours)

Note: There shall be no negative marking for wrong answers.

Syllabus

Paper -1:

Questions will be designed to test the ability of the candidate's General Studies as under:

SI. No.	Subject	Syllabus	No. of Questions	
	General English	Comprehension, Grammar, Synonyms and Antonyms, Sentence Correction etc.		
	General Science	General application and understanding of science including matters of everyday observation and experience		
	Current Affairs	Knowledge of significant national and international events		
	History	General understanding of the subject in its social, economic and political aspects	80	
	Geography	Physical, Social and Economic Geography of the country, including the main features of Indian agricultural and natural resources, etc.		
	Computer Knowledge	MS-Word, Excel, PPT, Tally, Email etc		
	Indian Polity & Economy	Country's political system and Constitution of India, Panchayati Raj, Social systems and economic developments in India, etc.		
	General Mental Ability & Empathy	Reasoning and analytical abilities, Situational analysis, empathy etc.		

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Paper-2:

(Descriptive Type) – Domain Knowledge: Rules & Regulations and Educational Administration (Maximum Marks: 120, Time allowed: 2:30 hours)

The questions will be designed to test the domain knowledge of the candidate in the following areas:

Fundamental Rules (FRs) and Supplementary Rules (SRs)

Definitions; General conditions of service; - Pay and addition to pay; Confirmation of appointment; - Dismissal, removal and suspension; -Foreign Service; Deputation, Lien; TA Rules; LTC Rules; Leave Rules; Medical Attendance Rule & CGHS

CCS (Conduct) Rules, 1964; CCS (CCA) Rules 1965

General Financial Rules (GFRs)- 2017, DFPR-1978; - General System of Financial Management; - Budget formulation - Role of DDOs; Income Tax - Procurement of Goods & Services; - Contract Management

Common format of Accounts for Central Autonomous Bodies; Audit of Autonomous Bodies; C&AG etc

Office Procedure; Parliamentary Procedures; Record Management; Public Administration

RTI Act 2005; CCS (Pension) Rules; New Pension Scheme

Educational Administration with Special reference to UGC Rules, CGPA /SGPA; National Policy on Education; Higher Education System in India; Regulatory Bodies in Higher Education and Educational Statistics, Basic concepts of Public Administration, Personnel Administration, Financial Administration including Organization, hierarchy, Unity of command, Span of control, Authority and Responsibility, Co-ordination, Centralization and Decentralization, Delegation, Supervision, Line and Staff, recruitment, training, promotion, pay scale and service conditions, Union-Management Relationship, budget, formulation and execution of budget,

Leadership, Teamwork and Conflict Resolution/Management

- Any other matter of National Importance/Constitutional Laws/Case Laws etc.
- Computer competency in MS-Word, Excel, PowerPoint, Email, Tally, etc

Note:-

(i) The Paper – 2 of the candidates shall be evaluated only if they obtain minimum prescribed marks in Paper – 1.

(ii) Final merit list shall be drawn on the basis of marks obtained by candidates in Paper – 1 & Paper – 2.



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Scheme of Examination for Recruitment to the Post of Senior Assistant (Direct Recruitment)

The following shall be the Scheme of Examination, components of written test and its syllabus for recruitment to the post of **Senior Assistant** by **Direct Recruitment**.

Scheme of the Examination:

Components	Written Test	Time Duration	Maximum Marks
Paper-1	Objective Type	1:30 hours	80
Paper-2	Descriptive Type	2:30 hours	120
Total Marks (8	200		

<u>Paper-1</u> (Objective Type) – Number of Questions 80, Maximum Marks 80, Time allowed: 1:30 hours

Note: There shall be no negative marking for wrong answers.

Questions will be designed to test the ability of the candidate's General Studies as under:

SI.	Subject	Duration : 1:30 hours		
No.		No. of Questions	Marks	
i.	General Awareness	20	20	
ii.	Reasoning Ability	20	20	
iii.	Mathematical Ability	20	20	
iv.	English and/or Hindi	20	20	

Detailed Syllabus

, for

(v) General Awareness. Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observations as may be expected of an educated pers. The test will include questions relating to India and Its neighboring countries, especially pertaining to History, India Polity & Constitution, Art & Culture ,Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations/Institutions, events etc. and related to the post concerned.

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- (vi) Reasoning Ability. The syllabus includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision-making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.
- (vii) Mathematical Ability. The test will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs etc.
- (viii) <u>Test of English or Hindi</u>. In addition to the testing of candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

Paper-2 (DescriptiveType) – Domain Knowledge: Rules & Regulations and Educational Administration (Maximum Marks: 120, Time allowed: 2:30 hours)

Fundamental Rules (FRs) and Supplementary Rules (SRs)

Definitions; General conditions of service; - Pay and addition to pay; Confirmation of appointment; - Dismissal, removal and suspension; -Foreign Service; Deputation, Lien; TA Rules; LTC Rules; Leave Rules; Medical Attendance Rule & CGHS

CCS (Conduct) Rules, 1964; CCS (CCA) Rules 1965

General Financial Rules (GFRs)- 2017, DFPR-1978; - General System of Financial Management; - Budget formulation - Role of DDOs; Income Tax - Procurement of Goods & Services; - Contract Management

 Common format of Accounts for Central Autonomous Bodies; Audit of Autonomous Bodies; C&AG etc

Office Procedure; Parliamentary Procedures; Record Management; Public Administration

RTI Act 2005; CCS (Pension) Rules; New Pension Scheme

Educational Administration with Special reference to UGC Rules, CGPA /SGPA; National Policy on Education; Higher Education System in India; Regulatory Bodies in Higher Education and Educational Statistics, Basic concepts of Public Administration, Personnel Administration, Financial Administration including Organization, hierarchy, Unity of command, Span of control, Authority and Responsibility, Co-ordination, Centralization and Decentralization, Delegation, Supervision, Line and Staff, recruitment, training, promotion, pay scale and service conditions, Union-Management Relationship, budget, formulation and execution of budget.

Leadership, Teamwork and Conflict Resolution/Management

- Any other matter of National Importance/Constitutional Laws/Case Laws etc.
- > Computer competency in MS-Word, Excel, PowerPoint, Email, Tally, etc

Note:-

(i) The Paper – 2 of the candidates shall be evaluated only if they obtain minimum prescribed marks in Paper – 1.
 (ii) Final merit list shall be drawn as Alectorical and the control of the candidates shall be evaluated only if they obtain the candidates shall be evaluated only if they obtain the candidates shall be evaluated only if they obtain the candidates shall be evaluated only if they obtain the candidates shall be evaluated only if they obtain the candidates shall be evaluated only if they obtain the candidates shall be evaluated only if they obtain the candidates shall be evaluated only if they obtain the candidates shall be evaluated only if they obtain the candidates shall be evaluated only if they obtain the candidates shall be evaluated only if they obtain the candidates shall be evaluated only if they obtain the candidates shall be evaluated only if they obtain the candidates shall be evaluated only if they obtain the candidates shall be evaluated only if they obtain the candidates shall be evaluated only if they obtain the candidates shall be evaluated only if they obtain the candidates shall be evaluated only if they obtain the candidates shall be evaluated only if they obtain the candidates shall be evaluated only if they obtain the candidates in the candidates of the candidates shall be evaluated only if the candidates of the candidates in the candidates of the candida

(ii) Final merit list shall be drawn on the basis of marks obtained by candidates in Paper – 1 & Paper – 2.

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Scheme of Examination for Recruitment to the Post of Library Assistant / Library-cum - Documentation Assistant (Direct Recruitment)

The following shall be the Scheme of Examination, components of written test and its syllabus for recruitment to the post of Library Assistant / Library-cum-Documentation Assistant by Direct Recruitment.

Scheme of the Examination:

Components	Written Test	Time Duration	Maximum Made
Paper-1	Objective Tu-		Maximum Marks
	Objective Type	2 hours	100
Paper-2	Descriptive Type	0.1	
	Descriptive Type	2 hours	100
Paper-3	Skill Test		
		1 hour	-
Total Marks (10	0+100)		200
Qualifying in na	Qualifying in nature.		

Paper-1 (Objective Type) - Number of Questions 100, Maximum Marks 100, Time allowed: 2 hours

Note: There shall be no negative marking for wrong answers.

Questions will be designed to test the ability of the candidate's General Studies as under:

SI. No.	Subject	Duration : 2 hours	
140.		No. of Questions	Marks
i.	General Awareness	30	20
ii.	Reasoning Ability		30
111		20	20
111.	Mathematical Ability	20	20
ÍV.	English and/or Hindi	20	
		30	30

Detailed Syllabus

- General Awareness. Questions will be designed to test the ability of the (i) candidate's General Awareness of the environment and its relevance to the society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observations as may be expected of an educated pers. The test will include questions relating to India and Its neighboring countries, especially pertaining to History, India Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research,, National/International Organizations/Institutions, events etc. and related to the post concerned.
- Reasoning Ability. The syllabus includes questions of both verbal and non-(ii) verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.



- (iii) Mathematical Ability. The test will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs etc.
- (iv) Test of English and/or Hindi. In addition to the testing of candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

Paper-2 (DescriptiveType) - Maximum Marks 100, Time allowed: 2 hours

- > Library Services and Resources
- Library Knowledge Management
- Classification of books according to adopted classification scheme
- Acquisition of Print and eBooks
- Library software (Automation), Computer Operation
- > Library and Information Science Procedures,
- Rules & Regulations
- Knowledge of Computers with special reference to knowledge of Library Software Packages, Word Processing, Data Analysis Packages.
- Knowledge of other library related works & procedures.

Paper 3 (Skill Test) - Qualifying in nature (minimum 40% of maximum marks). Maximum Marks 50, Time allowed: 1 hour

The skill test is aimed to check the practical knowledge and suitability of the candidate.

Note:-

- (i) The Paper 2 of the candidates shall be evaluated only if they obtain minimum prescribed marks in Paper 1.
- (ii) Final merit list shall be drawn on the basis of marks obtained by candidates in Paper 1 & Paper 2.





Scheme of Examination for Recruitment to the Post of Junior Library Assistant (Direct Recruitment)

The following shall be the Scheme of Examination, components of written test and its syllabus for recruitment to the post of Junior Library Assistant by Direct Recruitment.

Scheme of the Examination:

Components	Written Test	Time Duration	Maximum Marks
Paper-1	Objective Type	2 hours	100
Paper-2	Descriptive Type	2 hours	100
Paper-3	Skill Test*	1 hour	-
Total Marks (10 Qualifying in na	00+100)		200

Paper-1 (Objective Type) - Number of Questions 100, Maximum Marks 100, Time allowed: 2 hours

Note: There shall be no negative marking for wrong answers.

Questions will be designed to test the ability of the candidate's General Studies as under:

SI.	Subject	Duration : 2 hours		
No.		No. of Questions	Marks	
i.	General Awareness	30	30	
ii.	Reasoning Ability	20	20	
iii.	Mathematical Ability	20	20	
iv.	English and/or Hindi	30	30	

Detailed Syllabus

- General Awareness. Questions will be designed to test the ability of the (i) candidate's General Awareness of the environment and its relevance to the society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observations as may be expected of an educated pers. The test will include questions relating to India and Its neighboring countries, especially pertaining to History, India Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research,, National/International Organizations/Institutions, events etc. and related to the post concerned.
- Reasoning Ability. The syllabus includes questions of both verbal and non-(ii) verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

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- (iii) Mathematical Ability. The test will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs etc.
- (iv) <u>Test of English and/or Hindi</u>. In addition to the testing of candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

Paper-2 (DescriptiveType) - Maximum Marks 100, Time allowed: 2 hours

- Library Services and Resources
- Library Knowledge Management
- Classification of books according to adopted classification scheme
- Acquisition of Print and eBooks
- Library software (Automation), Computer Operation
- > Library and Information Science Procedures,
- Rules & Regulations
- Knowledge of Computers with special reference to knowledge of Library Software Packages, Word Processing, Data Analysis Packages.
- Knowledge of other library related works & procedures.

Paper 3 (Skill Test) – Qualifying in nature (minimum 40% of maximum marks). Maximum Marks 50, Time allowed: 1 hour

The skill test is aimed to check the practical knowledge and suitability of the candidate.

Note:-

- (i) The Paper 2 of the candidates shall be evaluated only if they obtain minimum prescribed marks in Paper 1.
- (ii) Final merit list shall be drawn on the basis of marks obtained by candidates in Paper 1 & Paper 2.





Scheme of Examination for Recruitment to the Post of Junior Assistant / Junior Assistant-cum-Caretaker (Direct Recruitment)

The following shall be the Scheme of Examination, components of written test and its syllabus for recruitment to the post of Junior Assistant / Junior-Assistant-cum-Caretaker by Direct Recruitment.

Scheme of the Examination:

Written Test	Time Duration	Manie
Objective Tues		Maximum Marks
Objective Type	2 hours	100
Descriptivo Type	0.1	
bescriptive Type	2 hours	100
Skill Test*	4 h	
J. C.St	I nour	-
0+100)		
		200
	Written Test Objective Type Descriptive Type Skill Test*	Objective Type 2 hours Descriptive Type 2 hours Skill Test* 1 hour

^{*} Qualifying in nature.

<u>Paper-1</u> (Objective Type) – Number of Questions 100, Maximum Marks 100, Time allowed: 2 hours

Note: There shall be no negative marking for wrong answers.

Questions will be designed to test the ability of the candidate's General Studies as under:

SI. No.	Subject	Duration : 2 hours	
		No. of Questions	Marks
<u>i</u> .	General Awareness	30	
ii.	Reasoning Ability	30	30
iii.	Mathematical Ability	20	20
iv.		20	20
IV.	English and/or Hindi	30	30

Detailed Syllabus

- (i) General Awareness. Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observations as may be expected of an educated pers. The test will include questions relating to India and Its neighboring countries, especially pertaining to History, India Polity & Constitution, Art & Culture ,Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations/Institutions, events etc. and related to the post concerned.
- (ii) Reasoning Ability. The syllabus includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.
- (iii) Mathematical Ability. The test will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio &

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Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs etc.

(iv) <u>Test of English and/or Hindi</u>. In addition to the testing of candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

Paper-2 (DescriptiveType) - Processes

(Maximum Marks: 100, Time allowed: 2 hours)

- Essay, Paragraph, precise writing.
- Comprehension
- Letter Writing
- Computer competency in MS Word, Excel, Power Point, E-mail, Tally etc, Computer fundamentals.

Paper-3 (Skill Test). Qualifying in nature

(Maximum Marks: 50, Time allowed: 1 hour)

- (i) **Typing**. Qualifying speed shall be at-least 35 word per minute in English or 30 words per minute in Hindi which will be tested on computer (PC): and
- (ii) Computer Operations such as MS Office, Internet, Mail Merge etc.

Note:-

- (i) The Paper 2 of the candidates shall be evaluated only if they obtain minimum prescribed marks in Paper 1.
- (ii) Final merit list shall be drawn on the basis of marks obtained by candidates in Paper 1 & Paper 2.



