

Syllabus and Pattern of Examination for the post of clerks

A preliminary written test of objective multiple choice type will be conducted for shortlisting the candidates for skill test. **There will be 100 questions of 2 marks each.** The following will be the syllabus of written test:-

| Subject | Questions | Marks |
|--|------------|------------|
| Logical Reasoning and Analytical ability including data interpretation | 25 | 50 |
| General Awareness | 25 | 50 |
| Quantitative Aptitude | 25 | 50 |
| English Language (Including questions on comprehension skills) | 25 | 50 |
| TOTAL | 100 | 200 |

The total time will be 2 hours i.e. 120 minutes and for VH and cerebral palsy candidates additional time of 20 minutes will be given.

There will be negative marking of 0.5 marks for each wrong answer.

SKILL TEST

The skill test will be conducted of shortlisted candidates in written examination. The skill test will be conducted in two parts as follows:-

A. Data Entry Speed Test-

Qualification Criteria: 'The candidates have to make a minimum of 40 WPM to qualify.

Rules:-

- A Paragraph of 400 words (English Language) will be given to all candidates. They will have to qualify test.
- 10 Minutes will be given to type this paragraph of 400 words.
- 8% mistakes in typing will forgotten. Who does more than 8% mistakes would be disqualified.
- Any correction or rewriting on paper with pen or pencil will be taken as mistake.

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- Full Stop (.) or Question mark (?) will be treated as full word. So any mistakes with these sign will be treated as 1 mistake. But mistake of comma (,) is forgotten.
- Any wrong word or spelling mistake or skipping any word would be treated as 1 mistake.
- Extra space between words would be treated as mistake. But Joining of two words will be taken as half (1/2) mistake.
- Only words will be count instead of strokes.

Exemptions:

- VH candidates will be given an extra time of 5 minutes.
- Those VH candidates can be provided with a passage reader to aid them in the DEST.
- Computers, including keyboard, will be provided at the decided venue.

Similar pattern of Data Entry Speed Test will be followed for Hindi font. The candidates will have the option to use any hindi font of their choice. For Hindi language, the minimum qualifying criteria will be 30 WPM.

B. Computer Proficiency Test:-

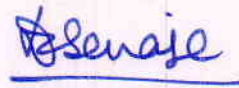
Test syllabus: The CPT comprises of three modules:

- Word processing (MS Word)
- Spread Sheet (MS Excel)
- Generation of Slides (MS PowerPoint).

Exemptions : No category shall be provided an exemption from CPT.

The candidates will have to qualify both the above mentioned skill tests on mandatory basis for getting him/her considered for the post. If a candidate fails in any one of the above skill tests, he/she will not be considered in final merit.

The skill tests are only of qualifying nature and the merit will strictly be based on marks obtained in written examination.



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