SELECTION PROCEDURE

5.1   Syllabus & Modalities

Syllabus for Stage-I common Offline Written Examination (on O.M.R. sheet) for the posts of Category 'C' Clerical Cadre (Junior Assistant & Paid Apprentices) :-

Stage- I : Written Examination	Subjects		Maximum marks
(Time 90 Minutes) Examination will carry 100 questions	(A)	Hindi	100 marks
	(B)	English	
	(C)	General Studies	
	(D)	Mathematics	
Stage-II : Hindi & English Type Test on Computer- 25 w.p.m for Hindi and 30 w.p.m. for English Typewriting on Computer.			25 marks **(for Hindi Typing)** 25 marks **(for English Typing)** **(Minimum Qualifying marks : 10 out of 25 for both Hindi and English Type Test)**

- **There shall be no negative marking for incorrect answers.**

- **The question paper of Stage I (Written Examination) will be available in bothEnglish and Hindi languages.**

- **In case of any discrepancies between the English and Hindi versions of the Question Paper, the English version will be considered final.**

- **Questions shall be on the areas related to and of the level mentioned in essential qualification.**

- **The candidate should secure at least 10 marks out of 25 marks in the type Test on Computer for both English and Hindi typing respectively and he must also achieve the net typing speed of 25 w.p.m for Hindi and 30 w.p.m for English on computer to be considered eligible for placing in the merit list.**

- **The Selection Committee has discretion to fix minimum qualifying marks in any or all parts of papers in both the stages i.e. in Stage-I (Written Examination) and Stage-II (Hindi & English Type Test on Computer).**

Selection Procedure: The selection procedure shall include the following two stages:-

(i) Stage-I (Written Examination): There will be one common offline written examination (objective type on OMR sheet) which consists of 100 objective type questions. Five candidates in order of merit of Written

Examination shall be shortlisted category/sub-category wise against each notified vacancy for appearing in Stage-II Examination i.e. Type Test on Computer at a later date.

(ii) Stage-II (Type Test on Computer) : Hindi & English Type Test on Computer for the post of Category 'C' (Clerical cadre) shall be held on the date to be notified after the declaration of the result of Stage-I (Written Examination). The candidate will be provided a passage of approximately 250 words for Hindi Type Test, to be typed within 10 minutes on computer. Similarly, candidates will be provided a passage of approximately 300 words, for English Type Test, to be typed within 10 minutes on computer. Only Inscript Keyboard layout (on Mangal Font) will be used for Hindi Type Test on computer. The test shall be conducted in online mode on Computer and contents shall be provided on the computer screen.

(iii) Interview shall not be the part of selection process.

(iv) A combined merit list for the post of Category 'C' (Clerical cadre) will be prepared on the basis of marks obtained by the candidates in offline Stage I (written examination) and Stage II (Hindi & English Type Test on Computer). Candidates secured higher marks in merit will be offered the post of Junior Assistant unless vacancies exhaust then remaining selected candidates shall be offered the post of Paid Apprentices in order of merit.

> ***Notwithstanding anything contrary in these rules the Appointing Authority and the Selecting Authority with regard to conduct of examination and selection shall act in accordance with general or special orders issued by Hon'ble the Chief Justice of High Court from time to time.***

<div align="center">**************</div>

MARKING SCHEME

Stage/Part of Examination	Scheme
Stage-I **(Written Test)** **Multiple Choice Objective Type** **(Offline mode/ OMR based)**	*(i) For each Multiple Choice Question, the candidate must select one option as the correct answer.*
	(ii)Each correct answer shall carry One (01) Mark.
	(iii) There is no negative marking for incorrect answers.
	(iv) No marks will be given for questions un-answered/un-attempted.
	(v)If a question is found to be incorrect or ambiguous or having more than one answer during the Key Challenge, only those candidates who have attempted the question and chosen one of the correct answers shall be given the mark.
	(vi) In case a Question is dropped due to some technical mistake (error) or any other reason full marks shall be given to all the candidates.

Stage/Part of Examination	Scheme
Stage-II : **Hindi and English** **Typing Test on Computer**	*For English Type Test:* *(i) (a) Marks shall be deducted on eachmistake (error)* *(Value of mistake (error): 01 Mistake(error)=0.0833 mark).* *For Hindi Type Test:* *(i) (b) Marks shall be deducted on eachmistake (error)* *(Value of mistake (error): 01 Mistake(error)=0.100 mark).* *(ii) Left-out words and spellingmistakes will be treated as full mistake (errors).*
	(iii) An error in punctuation shall be full mistake (errors).
	(iv) Typing of Letters, Words, Characters, Symbols or anythingother than the contents of passage as asked in question paper shall betreated as full mistake (error).
	(v) Extra words typed shall bedeleted/ignored.
	(vi) Marks for mistakes in spelling and punctuation will be calculated accordingly.
	(vii) The speed shall be calculated on the basis of net Correct Words typed and the time taken for submission by the candidate.

****