

# SCHEME OF EXAMINATION

Scheme of Examination:

(i) For the post of Female Staff Nurse:

Test	Component of the test	Number of questions	Total marks	Duration of the test
Part-I	Reasoning Ability	15	15	The test will be of 02 ½ hours duration without any time limit for each
Part-II	General Awareness & Current Affairs	15	15	
Part-III	Language Competency Test (General English and General Hindi-10 marks each subject)	20	20	

Part-IV	Subject Knowledge	70	70	part of the test individually.
	Total	120	120	

(ii) For the post of Assistant Section Officer:

Test	Component of the test	Number of questions	Total marks	Duration of the test
Part-I	Reasoning Ability	15	15	The test will be of 02 ½ hours duration without any time limit for each part of the test individually.
Part-II	Quantitative Aptitude	15	15	
Part-III	Language Test (General English & General Hindi) – 15 marks each for each language	30	30	
Part-IV	Basic knowledge of computer operation, General Awareness and current affairs	10	10	
Part-V	Office Manual and Procedures, CCS (Conduct Rules), CCS (CCA) Rules, CCS (Leave Rules), Reservation & Concessions in recruitment and promotion, General Financial Rules, CCS (Medical Rules), FR/SR, PFMS, Establishment Rules on Recruitment, promotions, Seniority, Pay Fixation, Gratuity, Terminal Benefits, RTI Act, Children Education Allowance, POCSO Act	50	50	
	Total	120	120	

(iii) For the post of Audit Assistant:

Test	Component of the test	Number of questions	Total marks	Duration of the test
Part-I	Reasoning Ability	20	20	The test will be of 02 ½ hours duration without any time limit for each part of the test individually.
Part-II	Quantitative Aptitude	30	30	
Part-III	Language Test (General English & General Hindi) – 10 marks each for each language	20	20	
Part-IV	Basic knowledge of Computer Operation, General Awareness & current affairs	20	20	

Part-V	Subject Knowledge (Accountancy, Annual Accounts, Taxation, Budgeting, Auditing & Financial Management, GeM)	40	40
	Total	130	130

(iv) For the post of Junior Translation Officer:

Test	Component of the test	Number of questions	Total marks	Duration of the test
Part-I	Translation – English to Hindi	25	25	The test will be of 02 hours duration without any time limit for each part of the test individually.
Part-II	Translation – Hindi to English	25	25	
Part-III	Mental & Reasoning Ability	10	10	
Part-IV	General Awareness & Current Affairs	20	20	
Part-V	Subject Knowledge (Hindi/English)	20	20	
	Total	100	100	

(v) For the post of Legal Assistant:

Stage-I (Competitive Exam):

Test	Component of the test	Number of questions	Total marks	Duration of the test
Part-I	Reasoning Ability	15	15	The test will be of 03 hours duration without any time limit for each part of the test individually.
Part-II	General Awareness	15	15	
Part-III	Language Test (General English & General Hindi) 15 marks for each subject	30	30	
Part-IV	Quantitative Aptitude	20	20	
Part-V	Constitution of India, Functioning of High Court, Supreme Court, Central Administrative Tribunals, Civil Procedure Code and Criminal Procedure Code (Provision required to be referred generally in Government Offices will be given importance), Evidence Act, Limitation Act, POCSO Act, Interpretation of Statutes	70	70	
	Total	150	150	

Stage-II (Interview)

(vi) For the post of Stenographer:

Stage-I (Competitive Exam):

Test	Component of the test	Number of questions	Total marks	Duration of the test
Part-I	Language Test (General English & General Hindi) 20 marks for each language	40	40	The test will be of 02 hours duration without any time limit for each part of the test individually.
Part-II	General Awareness & current affairs	30	30	
Part-III	Basic knowledge of Computer Operation	30	30	
	Total	100	100	

Stage-II -Skill Test Norms

Dictation: 10 mts @ 80 w.p.m.

Transcription: 50 mts (Eng.) 65 mts (Hindi) (On computer)

(vii) For the post of Computer Operator:

Test	Component of the test	Number of questions	Total marks	Duration of the test
Part-I	Reasoning Ability	20	20	The test will be of 02 ½ hours duration without any time limit for each part of the test individually.
Part-II	Quantitative Aptitude	20	20	
Part-III	Language Test (General English & General Hindi) 15 marks for each subject	30	30	
Part-IV	Knowledge of Computer Operation and MS Office	60	60	
	Total	130	130	

(viii) For the post of Catering Supervisor:

Test	Component of the test	Number of questions	Total marks	Duration of the test
Part-I	Reasoning Ability	15	15	The test will be of 2 ½ hours duration without any time limit for each part of the test individually.
Part-II	General Awareness	15	15	
Part-III	Language Competency Test (General English and General Hindi-10 marks each subject)	20	20	
Part-IV	Knowledge of Computer operation	10	10	
Part-V	Domain/Profession Knowledge	60	60	
	Total	120	120	

(ix) For the post of Junior Secretariat Assistant (HQ/RO cadre)

Stage-I (Competitive Exam):

Test	Component of the test	Number of questions	Total marks	Duration of the test
Part-I	Mental & Reasoning Ability	20	20	The test will be of 2 ½ hours duration without any time limit for each part of the test individually.
Part-II	Quantitative Aptitude	20	20	
Part-III	General Awareness & Current Affairs	30	30	
Part-IV	Language Competency Test (General English and General Hindi-15 marks each subject)	30	30	
Part-V	Basic Knowledge of Computer Operation	30	30	
	Total	130	130	

Stage-II - Typewriting Test [will be assessed on PC (Personal Computer) only]

(x) For the post of Junior Secretariat Assistant (JNV cadre)

Stage-I (Competitive Exam):

Test	Component of the test	Number of questions	Total marks	Duration of the test
Part-I	Mental & Reasoning Ability	20	20	The test will be of 2 ½ hours duration without any time limit for each part of the test individually.
Part-II	Quantitative Aptitude	20	20	
Part-III	General Awareness & Current Affairs	30	30	
Part-IV	Language Competency Test (General English and General Hindi-15 marks each subject)	30	30	
Part-V	Basic Knowledge of Computer Operation	30	30	
	Total	130	130	

Stage-II - Typewriting Test [will be assessed on PC (Personal Computer) only]

(xi) For the post of Electrician cum Plumber:

Stage-I (Competitive Exam):

Test	Component of the test	Number of questions	Total marks	Duration of the test
Part-I	Reasoning Ability	15	15	The test will be of 2 ½ hours
Part-II	General Awareness	15	15	
Part-III	Language Competency	30	30	

	Test (General English and General Hindi-15 marks each subject)			duration without any time limit for each part of the test individually.
Part-IV	Subject specific knowledge	60	60	
	Total	120	120	

### Stage-II (Trade Test)

(xii) For the post of Lab Attendant:

Test	Component of the test	Number of questions	Total marks	Duration of the test
Part-I	Reasoning Ability	15	15	The test will be of 2 ½ hours duration without any time limit for each part of the test individually.
Part-II	General Awareness	15	15	
Part-III	Language Competency Test (General English and General Hindi-15 marks each subject)	30	30	
Part-IV	Subject specific knowledge	60	60	
	Total	120	120	

(xiii) For the post of Mess Helper:

### Stage-I (Competitive Exam):

Test	Component of the test	Number of questions	Total marks	Duration of the test
Part-I	Reasoning Ability	15	15	The test will be of 2 ½ hours duration without any time limit for each part of the test individually.
Part-II	General Awareness	15	15	
Part-III	Language Competency Test (General English and General Hindi-10 marks each subject)	20	20	
Part-IV	Subject specific knowledge (Food, Nutrition, Hygiene, Recipes of Indian Food and Sweets)	70	70	
	Total	120	120	

### Stage-II (Skill Test)

(xiv) For the post of Multi Tasking Staff:

Test	Component of the test	Number of questions	Total marks	Duration of the test
Part-I	Language Test (General English & General Hindi) 20 marks for each subject	40	40	The test will be of 2 hours duration without any time limit for each part of the test individually.
Part-II	General Awareness & Current Affairs	20	20	
Part-III	Basic Knowledge of Computer Operation	40	40	
	Total	100	100	

