

preference at later stage. The merit list of the candidate shall be determined as per order of preference indicated by the candidate for particular post(s).

### **1. EXAMINATION FEES AND MODE OF PAYMENT:-**

- i. A Non-Refundable Fee of ₹ 150 for APST candidates and ₹ 200 for GENERAL candidates (*to be paid online only*).
- ii. Persons with Disabilities (PwD) are exempt from paying the fees.

### **2. ELIGIBILITY CRITERIA:**

- i. The candidate must be a citizen of India.
- ii. **The educational qualification, age, experience as stipulated in the advertisement shall be determined as on the closing date of submission of application.**

### **3. SCHEME OF EXAMINATION:-**

The scheme of examination will consist of two stages against posts indicated below:

#### **Stage- I (All Post Codes)**

Compositor Gr-II (27/24)/ Copy Holder (28/24)/ Proof Reader (29/24)/ Dissection Hall Attendant (30/24)

Forester (31/24)/ Record Keeper/ Record Clerk/Computer Operator (32/24)/ Lower Division Clerk (33/24)

#### **Both Stage- I and Stage-II**

Forester (31/24), Record Keeper/Record Clerk/Computer Operator (32/24), Lower Division Clerk (33/24).

#### **Stage- 1 (Objective Type Multiple Choice Questions) 200 marks: Duration- 2 Hours (for all post codes)**

The test will comprise of the following subjects:

- i. General Awareness -- 50 Marks
- ii. General Intelligence & Reasoning Ability -- 50 Marks
- iii. Arithmetical & Numerical Ability -- 50 Marks
- iv. Test of English Language and Comprehension -- 50 Marks

**Total: 200 Marks**

### **4. SYLLABUS:**

#### **(a) General Awareness – 50 marks (25 questions of 2 marks each)**

**Syllabus:** - Questions will be designed to test the ability of the candidate's General Awareness of the environment around him/her and its application to society. The questions will be designed to test knowledge of Current Events and of such matter of everyday observation as may be expected of an educated person. The test will also include questions relating to History, Polity, Constitution, Sports, Art & Culture, Geography, Economics, Everyday Science, Scientific Research, National/International Organizations /Institutions, etc. State Specific questions may also be asked.

**(b) General Intelligence & Reasoning Ability - 50 marks (25 questions of 2 marks each)**

Syllabus: -The syllabus of General Intelligence & Reasoning Ability 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. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions.

**(c) Arithmetical & Numerical Ability – 50 marks (25 questions of 2 marks each)**

Syllabus: - The test of Arithmetical and Numerical Abilities will cover Number Systems including questions on Simplification, Decimals, Data Interpretation, Fractions, L.C.M, H.C.F, Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs.

**(d) Test of English Language and Comprehension – 50 marks (25 questions of 2 marks each)**

Syllabus: - Questions in this component will be designed to test the candidate's understanding and knowledge of English Language and will be based on spot the error, fill in the blanks, synonyms, antonyms, spelling/ detecting misspelled words, idioms & phrases, one word substitution, improvement of sentences, active/ passive voice of verbs, conversion into direct/ indirect narration, shuffling of sentence parts, shuffling of sentences in a passage, cloze passage & comprehension passage.

**\*A candidate must secure a minimum of 33% in each subject in the written examination paper. Candidates securing less than 33% of marks in any of the subjects shall be deemed not eligible for selection. There is no negative marking.**

**\*The total number of candidates shortlisted for Stage 2 (a) Skill Test will be in 1:3 ratio (i.e. if the total vacancies are 10 then 30 candidates shall be shortlisted) and for Stage 2 (b) will be 1:8 (i.e. if the total vacancies are 10 then 80 candidates shall be shortlisted) subject to the candidates securing a minimum of 33% marks in each subject in the written examination paper.**

**Stage-2 (a) SKILL TEST for post codes 32/24 and 33/24 only.**

A Skill Test of qualifying nature will be conducted comprising of the following:

Typing Speed Test of 35 words per minute on computer (35 words per minute corresponds to 10500 Key Depression per hour) (KDPH) on an average of 5 Key Depression for each word.

**Stage -2 (b) Physical Standard Test (PST) and Physical Efficiency Test (PET) for post code 31/24 only.**

