

Procedure for Written Test / Skill Test for Selection of Candidates

Following procedure for written test / skill test will be followed: -

(a) Questions paper for written test carrying 100 marks will comprise three parts as tabulated below:

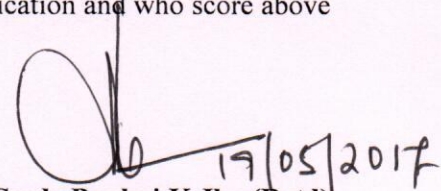
Sl No.	Question Paper	Subject	Applicable to Applicants	No. of Questions	Marks	Qualifying marks
1	Part I	General Aptitude, Maths, English and General Knowledge	For All Applicants	40	40	40%
2	Part II	Specific to the post applied and related to the Govt. procedure and service rules.	For applicants, who have applied for specific post	40	40	40%
3	Part III	(a) English to Hindi Translation (b) Hindi to English Translation	For All Applicants	2	20	40%
Total				82	100	50% (Aggregate)

(b) For following posts skill test will be under taken, and will carry 30 marks.

Sl. No.	Name of the Post	Department	Marks	Qualifying marks
1	Junior Assistant	(Computers & IT)	30	50% Marks
2	Junior Library Assistant	(Library)	30	50% Marks

- (a) Passing marks for each part will be 40 %. However, aggregate of all the three part of question paper including skill test will be 50 % to be eligible for the selection.
- (b) Before preparing the merit list, document verification will be carried out. Candidates who have not submitted the Experience Certificate, Caste Certificate (NC-OB /SC/PwD) as mentioned in the advertisement and declared by the applicant will be obtained from the applicants. If applicants fail to submit the certificates as declared by him / her in application will be excluded from the selection process.
- (c) Merit list will be prepared of those candidates, who has submitted all the relevant documents in support of his / her eligibility as declared by him / her in his / her application and who score above qualifying marks (50%).




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Chief Administrative Officer