

### **Mode of Selection**

The mode of Selection to various posts has been mentioned as below:

#### **Upper Division Clerk (Pay Band Rs.5200-20200 + Grade Pay Rs.2400)**

<b>Selection Criteria</b>	<b>Scheme of Test</b>	<b>Marks</b>	<b>Duration</b>	<b>Remarks</b>
a) Screening Test (Qualifying) Part I	<b>Objective</b> <ul style="list-style-type: none"><li>• General Awareness</li><li>• Arithmetic Ability</li><li>• Language (Eng./Hindi)</li><li>• Reasoning</li></ul>	80 marks Qualifying marks - 40%	2 hours	• Candidates require to secure 40 % marks in screening test to qualify. Subjective Test (Part II) will be evaluated only when the candidates qualify the Screening Test. The merit list will be based on marks secured in Written Test.
b) Written Test (Subjective) Part II	<b>Subjective</b> <ul style="list-style-type: none"><li>• Noting &amp; Drafting</li><li>• General Awareness</li><li>• Indian Culture (Performing Arts such as Theatre etc.)</li><li>• Application of office procedure, rules &amp; regulation, maintenance of accounts etc.</li></ul>	100 marks Passing marks - 40%	2 hours	
<b>Skill Test (Qualifying)</b>				
c) Typing Test	40 w.p.m. (Eng.) on computer 30 w.p.m. (Hindi) on computer		10 minutes	Final Selection will be made on the basis of merit in the Written Test and Typing test.

**Junior Stenographer (English) (Pay Band Rs.5200-20200 + Grade Pay Rs.2400)**

<b>Selection Criteria</b>	<b>Scheme of Test</b>	<b>Marks</b>	<b>Duration</b>	<b>Remarks</b>
a) Screening Test (Qualifying)  Part I	<b>Objective</b> <ul style="list-style-type: none"> <li>• General Awareness</li> <li>• Arithmetic Ability</li> <li>• Language (Eng./Hindi)</li> <li>• Reasoning</li> </ul>	80 marks Qualifying marks - 40%	2 hours	<ul style="list-style-type: none"> <li>• Candidates require to secure 40 % marks in screening test to qualify. Subjective Test (Part II) will be evaluated only when the candidates qualify the Screening Test. The merit list will be based on marks secured in Written Test.</li> </ul>
b) Written Test (Subjective)  Part II	<b>Subjective</b> <ul style="list-style-type: none"> <li>• Noting &amp; Drafting</li> <li>• General Awareness</li> <li>• Indian Culture (Performing Arts such as Theatre etc.)</li> <li>• Secretarial practices &amp; office procedure.</li> </ul>	100 marks Passing marks - 40%	2 hours	
<b>Skill Test (Qualifying)</b>				
c) Shorthand Test	80 w.p.m.		10 minutes  45 minutes will be given for transcribing the dictation on computer.	Final Selection will be made on the basis of merit in the Written Test and Shorthand & Typing test.
d) Typing Test	40 w.p.m. on computers		10 minutes	

**Lower Division Clerk**      **(Pay Band Rs.5200-20200 + Grade Pay Rs.1900)**

<b>Selection Criteria</b>	<b>Scheme of Test</b>	<b>Marks</b>	<b>Duration</b>	<b>Remarks</b>
a) Screening Test (Qualifying)  Part I	<b>Objective</b> <ul style="list-style-type: none"><li>• General Awareness</li><li>• Arithmetic Ability</li><li>• Language (Eng./Hindi)</li><li>• Reasoning</li></ul>	80 marks Qualifying marks - 40%	2 hours	• Candidates require to secure 40 % marks in screening test to qualify. Subjective Test (Part II) will be evaluated only when the candidates qualify the Screening Test. The merit list will be based on marks secured in Written Test.
b) Written Test (Subjective)  Part II	<b>Subjective</b> <ul style="list-style-type: none"><li>• Noting &amp; Drafting</li><li>• General Awareness</li><li>• Indian Culture (Performing Arts such as Theatre etc.)</li></ul>	100 marks Passing marks - 40%	2 hours	
<b>Skill Test (Qualifying)</b>				
c) Typing Test	30 w.p.m. (Eng.) on computer 25 w.p.m. (Hindi) on computer		10 minutes	Final Selection will be made on the basis of merit in the Written Test and Typing test.