

Part-III

(See Rules 7 and 8 and item No. 13 (b, c & d) and item No. 14 of Schedule-II)

Screening Test, Written Test, Typing Test and Interview for filling up the Post of Clerks or equivalent post and Junior Office Assistants

A. The competitive examination for filling up the post(s) of Clerks (Direct Recruitment – Regular/Contract basis) shall be conducted in the manner prescribed herein below:

(a)	<p>Written test shall consist of two parts viz. Part- A and Part-B:</p> <p>Part-A (Screening Test)</p> <p>It shall be in English Language consisting of MCQ type carrying four choices for each question, out of which the correct answer shall have to be given by the candidate on OMR answer sheet by blackening the appropriate circle or any other mode as suggested in the question paper/O.M.R. sheet. Each question shall carry equal weightage of one mark. There shall be negative marking in the Screening Test and 1/3 mark shall be deducted for giving each wrong answer. The Screening test shall be of two hours duration comprising 100 questions of 100 marks in aggregate, touching the following subjects:</p> <table border="1" data-bbox="408 1708 1157 1882"> <thead> <tr> <th>1)</th> <th>General Knowledge</th> <th>70 Marks.</th> </tr> </thead> <tbody> <tr> <td>a)</td> <td>International</td> <td>20 Marks</td> </tr> <tr> <td>b)</td> <td>National</td> <td>20 Marks</td> </tr> <tr> <td>c)</td> <td>Himachal Pradesh.</td> <td>30 Marks</td> </tr> </tbody> </table>	1)	General Knowledge	70 Marks.	a)	International	20 Marks	b)	National	20 Marks	c)	Himachal Pradesh.	30 Marks
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Note 1: The questions may be relating to Geography, Culture, Sports, General Science, History, Who is Who, Tourism, Current events, Computers, Current Affairs, Indian and H.P. Judiciary etc.

2)	Basic knowledge of Computers	10 marks.
3)	Reasoning	20 marks.

Note:2: The O.M.R. sheets containing the answers of M.C.Q. type questions shall be got evaluated through the electronic mode and the candidates qualifying the screening test by securing at least 45 per cent marks shall be called for the written examination, if they fall in the ratio of 1:6 which means six candidates against one vacancy advertised.

PART-B (English and Hindi)

Written Test shall be of total 80 marks to be completed in 2 hours consisting of the following:-

(i)	Essay, in English - 500 words	25 marks
(ii)	Essay, in Hindi - 500 words	25 marks
(iii)	Translation from English to Hindi (one Paragraph containing at least ten sentences)	15 marks
(iv)	Translation from Hindi to English (one Paragraph containing at least ten sentences)	15 marks

Note: Candidates qualifying the Written test by securing at least 45 per cent marks shall be called for the Typing Test, if they fall in the ratio of **1:5** which means five candidates against one vacancy advertised.

