

PART-M

(See item No.9 of Part-C in Schedule-III)

(i) Written Test for the Post of Junior Office Assistant (I.T.)

A. The competitive examination for filling up the post(s) of Junior Office Assistants (I.T.) (Direct Recruitment – Contract/Regular 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 1/3rd 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" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">1)</td> <td style="text-align: center;">General Knowledge</td> <td style="text-align: center;">50 Marks.</td> </tr> <tr> <td style="text-align: center;">a)</td> <td style="text-align: center;">International</td> <td style="text-align: center;">15 Marks</td> </tr> <tr> <td style="text-align: center;">b)</td> <td style="text-align: center;">National</td> <td style="text-align: center;">15 Marks</td> </tr> <tr> <td style="text-align: center;">c)</td> <td style="text-align: center;">Himachal Pradesh.</td> <td style="text-align: center;">20 Marks</td> </tr> </table>	1)	General Knowledge	50 Marks.	a)	International	15 Marks	b)	National	15 Marks	c)	Himachal Pradesh.	20 Marks
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c)	Himachal Pradesh.	20 Marks											
	<p>Note:1: The questions may be relating to Geography, Culture, Sports, General Science, History, Who is Who, Tourism, Current events,</p>												

Computers, Current Affairs, Indian and H.P. Judiciary etc.

2)	Basic knowledge of Computers	30 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 60 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 (Computers, 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 300 words	15 marks
(ii)	Essay, in Hindi 300 words	15 marks
(iii)	Translation from English to Hindi (one Paragraph containing at least five sentences)	10 marks
(iv)	Translation from Hindi to English (one Paragraph containing at least five sentences)	10 marks
(v)	Computers	30 marks

Note:3: Candidates qualifying the Written test by securing at least **60** per cent marks shall be called for the Typing Test if they fall in

