

**Part-V****(See Schedule-II, item No. 18 (b))****Syllabus for Screening Test, Written Test and Interview  
for the Post of Process Server (Direct Recruitment)**

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

<b>(A)</b>	<p><b>Written test</b> shall consist of two parts viz. <b>Part- A</b> and <b>Part-B</b>:</p> <p><b>Part-A (Screening Test)</b></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<sup>rd</sup> number shall be deducted for giving each wrong answer. The Screening test shall be of one hour duration comprising <b>50</b> questions of <b>50</b> marks in aggregate, touching the following subjects:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;"><b>General Knowledge</b></th> <th style="text-align: center;"><b>50 Marks</b></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">a)</td> <td style="text-align: center;">National</td> <td style="text-align: center;">20 Marks</td> </tr> <tr> <td style="text-align: center;">b)</td> <td style="text-align: center;">Himachal Pradesh.</td> <td style="text-align: center;">30 Marks</td> </tr> </tbody> </table> <p><b>Note-1:</b> The questions may be relating to Geography, Culture, Sports, General Science, History, Who is Who, Tourism, Current events, Current Affairs, Indian and H.P. Judiciary etc.</p>			<b>General Knowledge</b>	<b>50 Marks</b>	a)	National	20 Marks	b)	Himachal Pradesh.	30 Marks
	<b>General Knowledge</b>	<b>50 Marks</b>									
a)	National	20 Marks									
b)	Himachal Pradesh.	30 Marks									

	<p><b>Note-2:</b>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 in the ratio of 1:6 which means six candidates against one vacancy advertised.</p>										
(B)	<p><b>Written test</b> 40  hours</p>	<p><b>Maximum Marks :</b>  <b>Time allowed: 1</b></p>									
	<table border="1"> <tr> <td>(1)</td> <td>Essay Writing, in Hindi, on any one topic out of three topics (250 words)</td> <td>25 marks</td> </tr> <tr> <td>(2)</td> <td>Application/Letter, in English, in about 100 words</td> <td>15 marks</td> </tr> </table>	(1)	Essay Writing, in Hindi, on any one topic out of three topics (250 words)	25 marks	(2)	Application/Letter, in English, in about 100 words	15 marks				
(1)	Essay Writing, in Hindi, on any one topic out of three topics (250 words)	25 marks									
(2)	Application/Letter, in English, in about 100 words	15 marks									
	<p><b>Note:</b> Weightage shall be given to the candidates having good and legible handwriting.</p>										
(C)	<p><b><u>Interview</u></b></p> <table border="1"> <tr> <td>(1)</td> <td>Educational Qualification</td> <td>3 marks</td> </tr> <tr> <td>(2)</td> <td>Experience (As Class IV or on Clerical post etc.)</td> <td>3 marks</td> </tr> <tr> <td>(3)</td> <td>Interview/Test of personality</td> <td>4 marks</td> </tr> </table>		(1)	Educational Qualification	3 marks	(2)	Experience (As Class IV or on Clerical post etc.)	3 marks	(3)	Interview/Test of personality	4 marks
(1)	Educational Qualification	3 marks									
(2)	Experience (As Class IV or on Clerical post etc.)	3 marks									
(3)	Interview/Test of personality	4 marks									
(D)	<p><b><u>Criterion for awarding marks for Educational Qualification in the Interview</u></b></p> <table border="1"> <tr> <td>(i)</td> <td>10+2 or equivalent</td> <td>1 mark</td> </tr> <tr> <td>(ii)</td> <td>10+2 or equivalent (First Division)</td> <td>2 marks</td> </tr> </table>		(i)	10+2 or equivalent	1 mark	(ii)	10+2 or equivalent (First Division)	2 marks			
(i)	10+2 or equivalent	1 mark									
(ii)	10+2 or equivalent (First Division)	2 marks									

	(iii)	Any Bachelor Degree or above	3 marks
(E)	<b>Criterion for awarding 3 marks for Experience in the Interview</b>		
	<b><u>Sl. No.</u></b>	<b><u>Experience</u></b>	<b><u>Marks to be awarded</u></b>
	(i)	One year	½ mark
	(ii)	Two years	1 mark
	(iii)	Three years	1 ½ mark
	(iv)	Four years	2 marks
	(v)	Five years	2 ½ marks
	(vi)	Six years and above	3 marks