

For the Post of Clerk

Preliminary Screening Examination: The questions in the Preliminary Screening Examination will be 'Objective Multiple Choice Type' on (i) General Knowledge and Current Affairs (20 marks) (ii) General Intelligence and Simple Arithmetic (10 marks). Each question will carry 1/2 (Half) mark and the paper will be of 01 (One) Hour's duration. Candidates will be required to qualify in each of the tests separately. The Commission will have full discretion to fix the minimum qualifying marks in each test separately or cumulatively. The Questions will be set in Bengali and English versions.

General Knowledge & Current Affairs: Questions will be designed to test the candidate's general knowledge of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of every day observation and experience in their scientific aspects as may be expected of an educated person. The test will also include questions relating to India and other Countries, especially pertaining to Sports, History, Literature, Culture, and Geography, Economic Scene, Polity, Indian Constitution and Scientific Research etc.

General Intelligence & Simple Arithmetic: The syllabus for General Intelligence would include questions of both verbal and non verbal type. The test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc. The test will also include questions designed to test the candidates' abilities to deal with abstract ideas, any symbols and their relationships, arithmetical computations and other analytical functions.

Written Examination: The questions in the Written Examination will be on (i) General English (20 marks) and (ii) Arithmetic (10 marks). The Test will be of 01 (One) Hour's duration. Candidates will be required to qualify in each of the tests separately. The Commission will have full discretion to fix the minimum qualifying marks in each test separately or cumulatively. The Questions will be set in Bengali and English versions.

General English: Candidates' understanding of the fundamentals of the English Language such as Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would be tested. Questions on paragraph/writing, report writing/ letter writing, Translation into English from the *Language of Medium of Instruction applied for* may be included.

Arithmetic: Questions of this component will cover number system including questions on simplification, decimals, Recurring Decimals, Divisibility, fractions, LCM, HCF, Partnership, Average, Ratio and proportion, percentage, profit and loss, discount, simple and compound interest, time and work, time and distance.

Typing skill using Computer and Computer Proficiency: It will be tested during Personality Test, for the persons those who will qualify in the Written Examination and qualify for the Personality Test. The desired minimum typing speed for qualifying the Typing skill using computer is 20 words per minutes (in English). The typewriting test will consist of one paper of running matter of 05 minutes duration.