

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" style="margin-left: auto; margin-right: auto;"> <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.

(b)	<p>Typing Test:</p> <p>The candidates shall have to qualify, typing test at 30 W.P.M., in English, on computers, wherefor a separate test shall be held.</p> <p>Provided that only 10% of the mistakes in typing test shall be permitted which in other words means that if any candidate commits more than thirty (30) mistakes, then notwithstanding the fact that he has successfully typed out the given passage/material with the speed of 30 w.p.m., still he shall be declared as unqualified and shall not be eligible to appear in the interview.</p> <p>Note-1: The time for typing test shall be ten (10) minutes.</p> <p>Note-2: The typing test shall be merely qualifying and marks obtained therein shall not be counted for determining the final merit.</p>												
(c)	<p>Interview shall be of 10 marks as follows:-</p> <table border="1" data-bbox="303 1619 1175 1883"> <tr> <td data-bbox="303 1619 378 1686">(i)</td> <td data-bbox="378 1619 954 1686">General Knowledge/General Awareness</td> <td data-bbox="954 1619 1175 1686">4 marks</td> </tr> <tr> <td data-bbox="303 1686 378 1753">(ii)</td> <td data-bbox="378 1686 954 1753">Experience</td> <td data-bbox="954 1686 1175 1753">3 marks</td> </tr> <tr> <td data-bbox="303 1753 378 1821">(iii)</td> <td data-bbox="378 1753 954 1821">Educational Qualification</td> <td data-bbox="954 1753 1175 1821">3 marks</td> </tr> <tr> <td data-bbox="303 1821 378 1883"></td> <td data-bbox="378 1821 954 1883">Total</td> <td data-bbox="954 1821 1175 1883">10 marks</td> </tr> </table>	(i)	General Knowledge/General Awareness	4 marks	(ii)	Experience	3 marks	(iii)	Educational Qualification	3 marks		Total	10 marks
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(d)	Final Merit list shall be drawn on the basis of written test as well as interview
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(e)	<u>Criterion for Awarding marks for Educational Qualification</u>		
	(i)	Any Bachelor Degree	1 mark
	(ii)	Bachelor Degree with first division	2 marks
	(iii)	LLB/Master Degree and above	3 marks

(f)	<u>Criterion for Awarding marks for Experience</u>		
	(i)	One year	½ mark
	(ii)	Two years	1 mark
	(iii)	Three years	1½ marks
	(iv)	Four years	2 marks
	(v)	Five years	2½ marks
	(vi)	Six years and above	3 marks

Note: The experience of working on any Clerical post or on higher post shall be taken into consideration only if the experience certificate is shown, in original, at the time of interview and a mention thereof is made in the application form submitted by the candidate.