

9. परीक्षा की स्कीम और पाठ्यक्रम:-

I- Written Examination:

The Written Examination shall include the following papers & each paper will carry the number of marks shown against it:-

Sr.No.	Paper Name	Max. Marks	Min. Marks	Duration
1.	Paper-I English	100	40	90 Minutes
2.	Paper-II Hindi	100	40	90 Minutes

There will be objective type Question Papers containing 100 Questions in each. **Both the papers shall be conducted simultaneously in one shift of three hours.**

II- Computer Test:

The Computer [Efficiency & Speed] Test shall consist of two papers:-

Sr.No.	Paper Name	Max. Marks	Min. Marks	Duration
1.	Paper-I Speed Test	50	20	10 Minutes
2.	Paper-II Efficiency Test	50	20	10 Minutes

- Minimum speed should be 8000 key depressions per hour on computer. Data will have to be fed in Hindi or Dual Language, i.e. Hindi and English.
- The marks in the Speed Test shall be awarded as per the following formula:
(20/8000) x Net Speed (in depressions per hour)
- The font for Computer Test shall be "Kruti Dev 010" for Hindi and "Calibri" for English.

- Syllabus for efficiency test shall be as follows:
 1. The test may be taken on word processing software.
 2. It shall include formatting of text, paragraph, page and table using proper methods.
 3. Formatting of letter.
- Persons with Disabilities will be exempted from Papers of Computer Test. They will be awarded marks in Computer Test on the basis of average marks obtained by them in the Written Test.

NOTE:

1. On the basis of qualifying marks secured in Paper I & II in written test, candidates to the extent of 15 times of total number of vacancies shall be declared qualified to be called for Computer (Efficiency and Speed) Test, but in the said range all those candidates who secure the same percentage of marks as may be fixed by the Recruiting Authority for any lower range will be admitted to the Computer (Efficiency and Speed) Test.
2. **No candidate who failed to secure 50% marks in the aggregate with at least 40% marks in each paper of written examination and computer test, at the competitive examination shall be selected.** If two or more of such candidates obtain equal marks in the aggregate, their names shall be arranged on the basis of general suitability.

Syllabus for Written Test

Syllabus for English & Hindi papers is as follows:-

1. सामान्य हिन्दी

1. संधि और संधि विच्छेद
2. सामासिक पदों की रचना और समास विग्रह
3. उपसर्ग
4. प्रत्यय
5. पर्यायवाची शब्द
6. विपरीतार्थक (विलोम) शब्द
7. अनेकार्थक शब्द
8. शब्द-युग्म
9. संज्ञा शब्दों से विशेषण बनाना
10. शब्द-शुद्धि : अशुद्ध शब्दों का शुद्धीकरण और शब्दगत अशुद्धि का कारण
11. वाक्य-शुद्धि : अशुद्ध वाक्यों का शुद्धीकरण और वाक्यगत अशुद्धि का कारण

10. शब्द-शुद्धि : अशुद्ध शब्दों का शुद्धीकरण और शब्दगत अशुद्धि का कारण
11. वाक्य-शुद्धि : अशुद्ध वाक्यों का शुद्धीकरण और वाक्यगत अशुद्धि का कारण
12. वाच्य : कर्तृवाच्य, कर्मवाच्य और भाववाच्य प्रयोग
13. क्रिया : सकर्मक, अकर्मक और पूर्वकालिक क्रियाएं
14. वाक्यांश के लिए एक सार्थक शब्द
15. मुहावरे और लोकोक्तियाँ
16. अंग्रेजी के पारिभाषिक (तकनीकी) शब्दों के समानार्थक हिन्दी शब्द
17. सरल, संयुक्त और मिश्र अंग्रेजी वाक्यों का हिन्दी में रूपान्तरण और हिन्दी वाक्यों का अंग्रेजी में रूपान्तरण
18. कार्यालयी पत्रों से सम्बन्धित ज्ञान

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2. GENERAL ENGLISH :

1. Tenses/Sequence of Tenses
2. Voice: Active and Passive
3. Narration: Direct and Indirect
4. Transformation of Sentences: Assertive to Negative, Interrogative, Exclamatory and vice-versa
5. Use of Articles, Determiners and Prepositions
6. Translation of Simple (Ordinary/Common) Sentences from Hindi to English and Vice-versa
7. Correction of sentences including subject, verb, Agreement, Degrees of Adjectives, Connectives and words wrongly used
8. Glossary of official, Technical Terms (with their Hindi Versions)
9. Synonyms and Antonyms
10. One word substitution
11. Prefixes and suffixes
12. Confusable words
13. Comprehension of a given passage
14. Knowledge of Official/Demi Official Letters, Circular, Notices and Tenders.