

Selection Process :

Assistant Grade -1 (HR/F&A/C&MM)

Selection of candidates will be based on the following:-

1. Written examination
2. Typewriting Test on PC
3. Computer Proficiency Test

1. The Written Examination will be in two stages:

Stage – 1 – Preliminary Test and
Stage – 2 – Advanced Test

Stage – 1 (Preliminary Test):

1. It will be a screening examination to be held to shortlist candidates. The format of the screening examination shall be common for all the non-technical cadres. In keeping with the minimum educational qualification of Graduation as per the Recruitment Norms, the questions will be of Graduation level.
2. Examination will consist of 50 Multiple Choice Questions (Choice of four answers) in the following proportion:

General Knowledge & Current Affairs	– 25 Questions
Computer Knowledge	– 15 Questions
English	– 10 questions

3. The Test will be of 01 (one) hour duration for a maximum 150 marks.
4. 03 (Three) marks will be awarded for each correct answer and 01 (one) mark will be deducted for each incorrect answer.
5. Tests will be conducted in single / multiple sessions depending upon logistics requirements.
6. Qualifying Standards: The qualifying standards shall be as follows:

General Category (UR) – 40% marks;
SC/ST/OBC(NCL)/EWS/PwBD – 30% marks.

Accordingly, the General Candidates with less than 40% marks and the candidates belonging to SC/ST/OBC(NCL)/EWS/PwBD with less than 30% marks will be screened out for Stage– 2.

Stage – 2 (Advanced Test):

1. All the candidates appearing in Stage-1 will undertake the Stage-2 (Advanced test). The test will be of 02 (two) hours duration for a Maximum of 150 marks.
2. The Test will comprise 50 Multiple Choice Questions (Choice of four answers) from the following syllabus:

Quantitative Aptitude – 25 questions
Critical Reasoning – 25 questions

3. 03 (Three) marks will be awarded for each correct answer and 01 (one) mark will be deducted for each incorrect answer.
4. Qualifying Standards: The qualifying standards shall be as follows:

General Category (UR) – 30% marks;
SC/ST/OBC(NCL)/EWS/PwBD – 20% marks.

Accordingly, the General Candidates with less than 30% marks and the candidates belonging to SC/ST/OBC(NCL)/EWS/PwBD with less than 20% marks will be screened out for Stage – 3.

5. A merit list will be prepared of candidates after Stage-2 based upon scores obtained in Stage-2 only.
6. In the event of a tie, following criteria shall be adopted in sequence for deciding position in merit list:
 - Candidates with lower negative marks in Stage-2 will be placed higher on the merit list.
 - Candidates with higher marks in Stage-1 will be placed higher on the merit list.
 - Candidates with lower negative marks in Stage-1 will be placed higher on the merit list
 - Date of Birth of the candidates (candidates with earlier date of birth will be placed higher in the merit list)
7. Preliminary and Advanced Test examination will be conducted in a single day with 30 minutes to 120 minutes break in between as per the requirement. During the break candidates will not be allowed to go outside the examination center.

The Stage-2 examination will be considered for evaluation only if candidate qualifies in Stage 1 examination.

Based upon the merit list prepared after Stage-2, candidates will be shortlisted for Skill Test. The number of candidates shortlisted for Skill Test would depend upon the number of candidates qualifying in Written Test but will not exceed 5 times of the number of vacancies for each post and category. If the number of candidates qualified in Written Test is less than 5 times of the number of vacancies for each post and category, then all the qualified and eligible candidates are to be shortlisted for Skill Test.

If there are more than 01 candidate with the same cut off mark while short listing for skill test, then all the candidates with the same mark will be shortlisted for skill test.

Stage- 3 (Skill Tests):

- i) Typewriting Test on Personal Computer (PC) as per procedure at (a) below and
- ii) Computer Proficiency Test on Personal Computer (PC) as per procedure at (b) below

(a) PROCEDURE FOR CONDUCTING TYPING PROFICIENCY TEST ON PC

1. Candidates will be issued with a printed passage containing a minimum of 300 words in English. Those interested to take Hindi typing test will also be given a passage of 300 words in Hindi.
2. The duration of the test will be 10 minutes subject to what is stated in Para (3) below. Candidates will be required to type the given passage on the computer on word-processing software within 10 minutes at the rate of 30 words per minute for English or 30 words per minute in Hindi for those who opted to type in Hindi.
3. Candidates will be given additional time to the extent of 5 minutes to format the typed passage in the same way as it is in the supplied hand-out and to print the passage. The following formatting features will be tested:-

<ul style="list-style-type: none"> • Indenting of paragraphs • Selected text in Bold • Underline • Italics • Using different font type 	<ul style="list-style-type: none"> • Using different font size • Inserting of paragraph numbers • Center, left, right, justification • Setting of left/right margin • Line spacing of the passage, viz. single, double
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4. There is no bar to candidates correcting the mistakes by use of editing tools while typing the passage within the allotted 10 minutes time if the candidate has finished typing the passage before time.
5. The speed, accuracy and mistakes will be evaluated as under:-
 - (a) For one omission/addition of word, one mark will be deducted. If the candidate could not type the entire passage, the number of words left will be counted as omission and one mark will be deducted for each left out word.
 - (b) For each spelling mistake, one mark will be deducted.
 - (c) Total mark for formatting will be 10 marks and total features in the paragraph will be 10 as mentioned at above table. In case of formatting features, if the candidate carries out the formatting as per the specimen, one mark for each features will be given. Otherwise, no marks will be given. Out of the 10 marks for the formatting features, a candidate should secure at least 6 marks to qualify.
 - (d) In order to qualify the test, the candidate should secure at least 6 out of 10 marks for formatting features and a speed of 30 words per minute in English or 30 words per minute in Hindi for those who opted to type in Hindi.
6. Mistakes to the extent of 3% of the total number of words in the given passage will only be allowed. In case the mistakes exceed 3%, the candidate will be deemed as failed in typing proficiency test.

(b) PROCEDURE FOR CONDUCTING COMPUTER PROFICIENCY TEST

Computer Proficiency Test will be designed to test the candidate's proficiency in MS Windows Operating System and Desk Top applications such as MS Office (Word, Excel, Access, Power Point), e-mail management and internet surfing.

A test paper consisting of two parts will accordingly be provided consisting of six questions viz. Part I - for Word, Excel, Access, Power Point and Part II – for e-mail management and internet surfing. The test will be for a duration of 30 minutes and will carry 100 marks.

Part – I will consist of 4 (four) questions and will carry equal marks of 20 each and the Part – II will consist of 2 (two) questions and will carry 10 marks each.

Candidates with 50% and above marks will be declared as qualified (GO) and those with less than 50% will be declared as not qualified (No GO).

The Skill test is of qualifying nature only on Go (Qualified)/No Go (Not Qualified) Basis.
