

Selection Process:

Sl. No.	Name of the Post	Selection Procedure
1	Scientific Assistant-C (Safety Supervisor)	Written Examination + Interview
2	Nurse –A	Written Examination (Preliminary Test + Advanced Test) + Skill Test
3	Assistant Grade-1(HR)	Written Examination (Preliminary Test + Advanced Test) + Skill Test
4	Assistant Grade-1(F&A)	
5	Assistant Grade-1(C&MM)	
6	Steno Grade-1	

NOTE: A CANDIDATE HAS TO QUALIFY AT EACH STAGE OF PRESCRIBED SELECTION PROCESS FOR FINAL EMPANELMENT.

Selection Process for Scientific Assistant-C (Safety Supervisor): -

Written Examination & Personal Interview.

The selection will be based on the overall merit in the written examination and personal interview with equal weightage.

Selection Process for Scientific Assistant-C:

Written examination will be of one session with 100 Multiple Choice questions (choice of 04 answers) of 2 hours duration consisting of two parts. Part-1- English & Quantitative Aptitude for 35 questions and Part -2-Respective Discipline (Subject knowledge) for 65 questions. 03 (Three) marks to be awarded for each correct answer and 01 (one) mark to be deducted for each incorrect answer. The Qualifying Standards for General Category (UR) is 40% marks and OBC(NCL) is 30% marks. Those who qualify in the written examination will be shortlisted for Personal Interview in the ratio of 1:5. Final selection will be based on the overall performance in written examination and personal interview with equal weightage.

Selection Process for Nurse-A:-

Written Examination:

The Written Examination will be in two stages

Stage-1- Preliminary Test (1 Hour Duration)

Stage-2- Advanced Test (2 Hours Duration)

Stage-1 – Preliminary Test: It will be a screening examination to be held to shortlist candidates. The format of screening examination shall be common and will be in following format:

1. Examination will comprise **50 multiple choice questions** (Choice of four answers) of **01 (one) hour** duration in the following proportion:

1	Mathematics	-	20 Questions
2	Science	-	20 Questions
3	General Awareness	-	10 Questions

2. 03 (Three) marks to be awarded for each correct answer and 01 (one) mark to be deducted for each incorrect answer.
3. Tests may be conducted in single/multiple sessions depending upon logistics requirements.
4. Qualifying Standards: The qualifying standards shall be as follows:
General Category (UR) – 40% marks & OBC(NCL) – 30% marks;

Accordingly, the General Candidates with less than 40% marks & OBC(NCL) candidates with less than 30% marks will be screened out & will not be considered for Stage-2.

Stage-2 – Advanced Test [Test will be of 02 (two) hours duration]

1. All candidates screened in Stage-1 to undertake an advanced test in their respective trade applicable for the post.
2. The Test will be of 02 (two) hours duration.
3. The level of questions will be related to their qualifying academic / professional / technical qualification.
4. The Test will comprise 50 Multiple choice questions (Choice of four answers) with 03 (Three) marks to be awarded for each correct answer and 01 (one) mark to be deducted for each incorrect answer.
5. Qualifying Standards: The qualifying standards shall be as follows:
General Category (UR)– 30% marks & OBC(NCL) – 20%.

Accordingly, the General Candidates(UR) with less than 30% marks and OBC(NCL) candidates with less than 20% marks will be screened out and will not be considered for Stage-3.

A merit list of candidates will be prepared after Stage-2 based upon scores obtained in Stage-2 only.

In the event of a tie, following criteria shall be adopted in sequence for deciding position in merit list:

1. Candidates with lower negative marks in Stage-2 to be placed higher on the merit list.
2. Candidates with higher marks in Stage-1 to be placed higher on the merit list.
3. Candidates with lower negative marks in Stage-1 to be placed higher on the merit list.
4. Candidates with higher positive marks in Mathematics in Stage-1 is placed higher.
5. Candidates with higher positive marks in Science in Stage-1 is placed higher.

Candidates to undertake the Preliminary and Advanced Test on the same day. Preliminary Test will be carried out in the morning session and the advanced test for candidates screened in for **Stage-2** to be carried out in the afternoon/evening session.

Stage 3: Skill Test

1. Based upon the merit list prepared after Stage-2, candidates in each trade will be shortlisted for Skill Test.
2. The skill test will be of qualifying nature only on Go / No Go basis.
3. The number of candidates shortlisted for Skill Test would depend upon the number of candidates qualifying for Stage-2 but will not exceed 5 times the number of vacancies for each post.

Candidates clearing the Skill Test to be shortlisted and empanelled in order of merit based on marks secured in Stage-2.

Selection Process for Non-Technical Posts:

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

Written Examination

The Written Examination will be in two stages:

Stage-1- Preliminary Test (1 Hour Duration)

Stage-2- Advanced Test (2 Hours Duration)

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 50 multiple choice questions (Choice of four answers) of 01 (one) hour duration in the following proportion:

1	General Knowledge & Current Affairs	-	25 Questions
2	Computer Knowledge	-	15 Questions
3	English	-	10 Questions

3. The Test will be of 01 (one) hour duration for a maximum 150 marks.
4. 03 (Three) marks to be awarded for each correct answer and 01 (one) mark to be deducted for each incorrect answer.
5. Tests may be conducted in single/multiple sessions depending upon logistics requirements.
6. Qualifying Standards: The qualifying standards shall be as follows:
General Category (UR)/EWS – 40% marks;
SC/ST/OBC(NCL)/PwBD– 30% marks.

Accordingly, the General Candidates/EWS less than 40% marks and the candidates belonging to SC/ST/OBC(NCL)/ PwBD with less than 30% marks will be screened out and will not be considered for Stage-2.

Stage-2 –Advanced Test

1. All candidates screened in Stage-1 to undertake an advanced test.
2. The Test will be of 02 (two) hours duration for a maximum of 150 marks.
3. The test will comprise 50 Multiple choice questions (Choice of four answers) from the following syllabus:

1	Quantitative Aptitude	-	25 Questions
2	Critical Reasoning	-	25 Questions

4. 03 (Three) marks to be awarded for each correct answer and 01 (one) mark to be deducted for each incorrect answer.
5. Qualifying Standards: The qualifying standards shall be as follows: General Category (UR)/EWS – 30%; SC/ST/OBC(NCL)/ PwBD – 20% marks

Accordingly, the General Candidates/EWS Candidates less than 30% marks and the candidates belonging to SC/ST/OBC(NCL)/ PwBD with less than 20% marks will be screened out & will not be considered for Stage-3.

A merit list of candidates will be prepared after Stage-2 based upon scores obtained in Stage-2 only.

In the event of a tie, following criteria shall be adopted in sequence for deciding position in merit list:

1. Candidates with lower negative marks in Stage-2 to be placed higher on the merit list.
2. Candidates with higher marks in Stage-1 to be placed higher on the merit list.
3. Candidates with lower negative marks in Stage-1 to be placed higher on the merit list.
4. Date of birth of the candidates.

Candidates to undertake the Preliminary and Advanced Test on the same day. Preliminary Test will be carried out in the morning session and the advanced test for candidates screened in for Stage-2 to be carried out in the afternoon/evening session.

Stage-3: Skill Test

1. Based upon the merit list prepared after Stage-2, Candidates will be shortlisted for Skill Test.
2. The number of candidates shortlisted for Skill Test would depend upon the number of candidates qualifying for Stage-2 but shall not exceed 5 times the number of vacancies for each post.
3. Skill test for Assistant Grade-1
 - i. Typewriting Test on Personal Computer (PC); and
 - ii. Computer Proficiency Test
4. Skill test for Steno Grade-1
 - i) Typewriting Test on Personal Computer (PC);and
 - ii) Computer Proficiency Test
 - iii) Stenography Test

The Skill tests will be of qualifying nature only on GO/No GO basis.

Candidates clearing the Skill Test to be shortlisted and empanelled in order of merit based on marks secured in Stage-2.

Note:- The Preliminary and Advanced Test for candidates will be conducted on the same day.