



Recruitment of Non-Teaching Positions
Selection process for recruitment to the post of Office Attendant
[Advt No. Estt./2022/Gr_C4/2010 dated 17.10.2022]

Following shall be the selection process, scheme of examination, written test, syllabus, manner for final selection of candidates to the post of Superintendent (7th CPC Pay Level 1) by direct recruitment:

Stage	Type of Examination	Time	Maximum Marks
Stage - 1	Multiple Choice Based Screening Test (MCQ-I) (Paper-I) For screening the candidates for Paper-II (Stage-2)	90 Minutes	150 Marks (75 questions)
Stage - 2	Multiple Choice Based Main Test (MCQ-II) (domain specific of the post) (Paper-II), Final selection based on Marks secured in Paper-II (Stage-2)	120 Minutes	200 Marks (Part A - 20 questions Part B - 80 questions)

*Note:- Question papers will be in the **English** language only. All questions of Paper I and Paper II will be Objective type. For every wrong answer, there will be negative marking @ 1/4th marks for each wrong answer. Compensatory time for Persons with Benchmark Disabilities (Divyangjan) will be provided as per the extant orders of Government of India.*

A. Scheme of Examination

Paper-I: Multiple Choice Based Written Examination of 90-minutes duration (for screening the candidates for Paper-II Examination (Stage-2), Maximum marks 150). The examination for Paper-I (stage-1) shall be conducted first. Those candidates who will qualify in Paper-I shall only be eligible to appear for Paper-II (Stage-2). All the candidates are required to assess themselves before appearing in the written test about fulfilling eligibility for the post applied for. The eligibility and document verification of candidates will be assessed after evaluation of Paper-I examination. The shortlisting of candidates for stage-2 will be subject to limit of 10 times of the available advertised posts in the respective category. If the number of candidates qualifying in Paper-1 is more than 10 times, the shortlisting of candidates for Paper-2 (Stage-2) will be restricted to 10 times of the available advertised posts in the respective category. This number may increase in case of tie in the marks of paper-1 of the respective category and may decrease as per availability of candidates with qualifying marks in respective category. The Paper-II test (Stage-2) will be held after declaration of eligible shortlisted candidates after Paper-1 (Stage-1) examination. The indicative syllabus for paper-1 examination is as under:

- General Knowledge & Awareness:** Includes questions relating to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations /Institutions, current events, environment etc.
- Quantitative Aptitude-** Includes questions relating to Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.
- Reasoning Ability:** Includes questions relating to both verbal and non-verbal types, 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.
- General English:** Includes questions on Antonyms, Synonyms, Spelling Check, Active/Passive Voice, Spotting Errors, Sentence Improvement, One Word Substitutes, Selecting Words, Sentence Corrections, Idioms and Phrases, Common Error Detection, Ordering of Words, Verbal Analogies, Sentence Formation, Completing Statements, Change of Speech.



- (e) **Computer Fundamentals:** Includes questions on Operating System, MS Office, MS Word, MS Excel, Power Point, Tally, Internet, E-mail, Antivirus and various online tools used in day-to-day office work.
- (f) **General Science:** The syllabus under this shall cover Physics, Chemistry and Life Sciences of 10th standard level.

B. Paper-II: Multiple Choice Based Main Test (MCQ-II) (200 Marks – 120 Minutes duration, Final selection based on Marks secured in Paper-II (Stage-2)). The minimum qualifying marks for Paper-II shall be 40% for UR & EWS, 36% for OBC, 32% for SC & ST, 28% for PwBD. Relaxed qualifying marks shall be applicable only for reserved category posts of respective category. The examination for paper-2 shall be held after declaration of result of Paper-I (Stage-1). Paper-II shall have two parts, i.e. Part A and Part B as detailed below:

INDICATIVE SYLLABUS (PAPER-II)

Part-A (20 questions)

Mathematics

- Number system, BODMAS, Decimals,
- Fractions, LCM, HCF, Ratio and Proportion,
- Percentages, Mensuration, Time and Work; Time and Distance,
- Simple and Compound Interest, Profit and Loss,
- Algebra, Geometry and Trigonometry, Elementary Statistics,
- Square Root, Age Calculations, Calendar & Clock etc.

General Intelligence and Reasoning

- Analogies, Alphabetical and Number Series,
- Coding and Decoding, Mathematical operations,
- Relationships, Syllogism, Jumbling,
- Venn Diagram, Data Interpretation and Sufficiency,
- Conclusions and decision making,
- Similarities and differences, Analytical reasoning,
- Classification, Directions, Statement – Arguments and Assumptions etc

General Awareness on Current Affairs

- Science & Technology, Sports, Culture, Personalities, Economics, Politics and any other subjects of importance

PART-B (80 questions)

This will include procedures of Government Offices and Rules, Institute working system, Knowledge of Computer applications, Service matters and leave rules

C. Manner for drawing final merit list for selection:

- (i) The written examination for Paper-I (stage-1) shall be conducted first. Those candidates who will qualify in Paper-I shall only be eligible to appear for Paper-II Examination (Stage-2). The venue & date of examination will be communicated in due course of time.
- (ii) The final merit list shall be drawn on the basis of scores of Paper II only.
- (iii) In case of tie/bunching/bracketing of candidates in the final results, the following criteria shall be adopted in the following sequential order for deciding Merit list:
- (a) The candidate with higher marks in Paper-II shall be placed higher on the merit list or
- (b) If (a) above is same, the candidate with less number of negative answers in Paper-II, shall be



- placed higher on the merit list, or
- (c) If (a) & (b) above is same, the candidate with higher marks in Part B of Paper-II shall be placed higher on the merit list, or
- (d) If (a), (b) & (c) above is same, the candidate senior in age shall be placed higher on the merit list, or
- (e) In case option at (a), (b), (c) & (d) are exhausted, it will be decided through draw.

Note:

- **Any guidelines/instructions received from Ministry of Education, Government of India till the date of completion of Selection process will be made applicable.**
- **The Date, Time, Venue of examination will be communicated in due course of time. The candidates are requested to regularly check the institute website for all updates.**

This is issued with the approval of the Competent Authority.

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REGISTRAR