

5(a). PREFERENTIAL QUALIFICATION.:

A candidate (i) who has served in the territorial army for the minimum period of two years or (ii) who has obtained a 'B' certificate of the National Cadet Corps shall, other things being equal, be given preference in the matter of direct recruitment to the establishment.

6. SELECTION PROCEDURE:

Selection Process shall comprise of 02 (Two) Stages –

Stage-1	Written Examination	Syllabus	Maximum Marks
	PART-A Multiple Choice Questions/Objective Type Test (on O.M.R. Sheets)	1. Elementary knowledge of General English & General Studies	40
		2. Elementary knowledge of Computers.	20
	PART-B Subjective Type Test (On Answer Booklet)	3. Translation of Passage in Shorthand to English (From Sir Issac Pitman's Book)	40
	TOTAL		100
Stage-2	PART-A: Shorthand Test		150
	PART-B: Computer Knowledge Test		50
TOTAL			200
GRAND TOTAL			300

Ten times candidates against the total number of vacancies in each category on the basis of marks obtained in the Written Examination in order of merit shall be called to appear in Stage-2 Examination i.e. Shorthand and Computer Knowledge Test.

The merit list shall be prepared on the basis of the marks obtained in the Written Examination, Shorthand & Computer Knowledge Test. The list shall hold good for one year or until the next selection whichever is earlier.

Note:

If two or more candidates secure equal marks the candidates older in age shall be placed higher. **The select list of the eligible candidates shall be prepared against the total advertised vacancies.**

The select list shall hold good for the period of one year or till the advertised vacancies are filled up, whichever is earlier.

There shall be no Interview

The standard of the question paper shall be of graduation level

There shall be no **negative marking** for wrong answers.

The question paper will be available in **both English and Hindi languages.**

The Selection Committee has discretion to fix minimum qualifying marks in written examination.