Sl. No.	Post	Selection Procedure
01.	**All Positions** *except Office Assistant and Block IT Executive*	**The selection process consists of the following:** **Computer Based Test (CBT)** This is a Multiple-Choice Question (MCQ) based test. Brief of the Syllabus for Computer Based Test and Marking Scheme is as under (Position wise details of the syllabus for Subject Knowledge is annexed at the end of this advertisement): -

Section name	Marks per item	No. of items
Awards and Honours (National & International)	1	3
Important Schemes (Key Government Schemes and Programs	1	3
History of India (Modern)	1	3
National and International Organizations	1	3
Science and Technology (Basic Scientific concepts and recent developments)	1	3
Sports (Important sports events, players and achievements)	1	2
Analytical Reasoning- Semantic Analogy, Symbolic/ Number Analogy, Figural Analogy, Semantic Series, Number Series, Figural Series	1	3
Arithmetical Reasoning, Numeric Operations, Symbolic Operations, Trends, Space Visualization, Space Orientation, Visual Memory.	1	3
Classification - Choose the odd word	1	3
Data Interpretation	1	3
Quantitative aptitude (Percentage, Ratio & Proportion, Average, Interest (Simple and Compound), Profit and Loss, Partnership Business, Time and Distance)	1	9
Matching Concept (Indexing, Address Matching, Data & City Matching, Word Building)	1	2
Subject Knowledge	1	20
Computer Proficiency Test	1	10
Total		70

Total Duration: - 80 Minutes.

Total Marks of CBT: 70 Marks

Category wise Minimum Cut off Marks for CBT is UR- 50%, EWS/BC/EBC – 45% and SC/ST- 40%.

Sl. No.	Post	Selection Procedure

The selection process consists of the following:

Computer Based Test (CBT)

This is a Multiple-Choice Question (MCQ) based test. Brief of the Syllabus for Computer Based Test and Marking Scheme is as under (Position wise details of the syllabus for Subject Knowledge is annexed at the end of this advertisement): -

Sl. No. 02. — Post: *Office Assistant & Block IT Executive*

Section name	Marks per item	No. of items
National and International Organizations	1	2
Science and Technology (Basic Scientific concepts and recent developments)	1	3
Sports (Important sports events, players and achievements)	1	2
Analytical Reasoning- Semantic Analogy, Symbolic/ Number Analogy, Figural Analogy, Semantic Series, Number Series, Figural Series	1	3
Arithmetical Reasoning, Numeric Operations, Symbolic Operations, Trends, Space Visualization, Space Orientation, Visual Memory.	1	3
Classification - Choose the odd word	1	3
Data Interpretation	1	3
Quantitative aptitude (Percentage, Ratio & Proportion, Average, Interest (Simple and Compound), Profit and Loss, Partnership Business, Time and Distance)	1	9
Matching Concept (Indexing, Address Matching, Data & City Matching, Word Building)	1	2
Subject Knowledge	1	20
Computer Proficiency Test	1	10
Total		60

Total Duration: - 70 Minutes.

Total Marks of CBT: 60 Marks

Part-II, Typing Test

Passage Requirement	No. of max. words per passage	Language	Total Typing Time (in minute)	Mark allocation
For mock Typing Hindi (Mangal Font)	40	Hindi	2	-
For actual Typing Hindi (Mangal Font)	150	Hindi	5	5
For mock Typing English (Any font)	60	English	2	-
For actual Typing English (Any font)	200	English	5	5
Total	450	Hindi, English	14	10 Marks

Overall Time Allocation: 30 Minutes

Acceptable Inaccuracy is 1.5% *(Marks will be deducted in proportion of total words and error thereafter)*

Total Marks of Typing Test: 10 Marks

Category wise Min. Cut off Marks for CBT including Typing Test is UR- 50%, EWS/BC/EBC – 45% and SC/ST- 40%.

Note:

1. **Abbreviation stands for the term used in the advertisement: UR- Unreserved, EWS- Economically Weaker Section, EBC- Extremely Backward Class, BC- Backward Class, WBC- Women of Backward Class, SC- Schedule Caste, ST – Schedule Tribe, VI- Visually Impaired, DD- Deaf and Dumb, OH- Orthopedically Handicapped, MD- Mental/Multiple Disorder, FF- Grand Son/Daughter of Freedom Fighter.**

2. **Applicable Formula for Normalization:**

$$\widehat{M}_{ij} = \frac{\overline{M}_t^g - M_q^g}{\overline{M}_{ti} - M_{iq}} \left(M_{ij} - M_{iq}\right) + M_q^g$$

$\widehat{M}_{ij} =$ Normalized marks of jth candidate in the ith session.

$\overline{M}_t^g =$ is the average marks of the top 0.1% of the candidates considering all sessions.

$M_q^g =$ is the sum of mean and standard deviation marks of the candidates in the paper considering all sessions.

$\overline{M}_{ti} =$ is the average marks of the top 0.1% of the candidates in the ith session.

$M_{iq} =$ is the sum of mean marks and standard deviation of the ith session.

$M_{ij} =$ is the actual marks obtained by the jth candidate in i^{th} session.