

CHAPTER-6

SELECTION PROCEDURE

6.1 SCHEME OF EXAMINATION

The details of the Computer Based Examination are mentioned below:

6.2 Phase I- Examination

Part	Subject	No. of Questions	Maximum Marks	Total Duration
I	General Aptitude	50	200	2 Hours 10 minutes (130 minutes)
II	General Awareness [includes Computer Awareness]	50	200	
III	English Language and Comprehension	100	400	
Total		200	800	

NOTE

- Each question shall have 4 marks each.
- Question paper will be of Objective Type Multiple Choice only. The questions will be set both in English and Hindi except part-III i.e. English Language and Comprehension.
- The marks obtained in Phase – I will be considered for final selection on merit.
- For each wrong answer, there will be a negative marking of one fourth of the mark assigned to that question.
- Total marks 800.
- The candidates will be shortlisted for Phase-II in the ratio of 1:10 i.e. about 10 times the number of vacancies in each category on the basis of their performance in Phase-I.
- If the examination is held in more than one session, the scores across various sessions will be equated following standard practice to adjust for slight differences in difficulty level of different test batteries used across sessions.

6.3 Phase II Examination

Skill Test in Stenography:

The candidates who are shortlisted in the Phase-I Examination will be required to appear in the Skill Test for Stenography. Time allotted is as under:

Dictation: Ten minutes at the rate of eighty words per minute. (Dictation will be computer based)

Transcription: Fifty minutes (English) / Sixty-five minutes (Hindi). (Only on computer)

NOTE:- Skill Test in Stenography will be qualifying in nature. Marks obtained will not be reckoned for merit ranking.

6.4 Qualifying Marks: - Qualifying Marks in Phase-I (Main Exam.) will be decided as per discretion of EPFO.

6.5 Process for Arriving at Scores-

If the examination is held in more than one session, the process of moderation will be followed to ensure fairness.

Note: -

Cut-offs are applied in two stages: on scores in individual tests and on Total Score.

6.6 RESOLUTION OF TIE CASES

In cases where more than one candidate secures the equal aggregates marks in Phase-I, tie will be resolved by applying the following methods one after another:

- i) Date of Birth, with older candidates placed higher.
- ii) Alphabetical order in which names of the candidates appear.

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