

## Syllabus & Scheme of Examination

S. No.	Syllabus for Written Test (Bilingual) will have 100 multiple choice questions mainly comprising of following subjects/topics but shall not be limited to it.			
	Name of the post (s)	Syllabus for Written Test (Bilingual)	Marks	Duration
1.	Data Entry Operator Gr III	General Knowledge and Current Affairs, Reasoning & mathematical Ability, General Hindi & English, Computer Knowledge	100	100 minutes
2.	Assistant	General Knowledge and Current Affairs, Reasoning & mathematical Ability, General Hindi & English, Computer Knowledge, Service rules, RTI Act, GFR	100	100 minutes
3.	Jr Hindi Translator	General Knowledge and Current Affairs, Reasoning & mathematical Ability, comprehensive Hindi & English language test to assess translation abilities, Computer Knowledge	100	100 minutes
4	Accountant/Office Superintendent cum Accountant	General Knowledge and Current Affairs, Reasoning & mathematical Ability, General Hindi & English, Computer Knowledge, Service rules, RTI Act, GFR, Accountancy and Income Tax Act, Government rules and regulations on budgeting and general finance.	100	100 minutes
5	Lower Division Clerk	General Knowledge and Current Affairs, Reasoning & mathematical Ability, General Hindi & English, Computer Knowledge	100	100 minutes
<b>Correct answer will carry one mark each and 0.25 mark shall be deducted for each wrong answer.</b>				

- (i) Final merit for all posts shall be prepared based on performance of candidates in written test, however qualifying skill test will be mandatory in case of the posts where required skill is a part of essential qualification.
- (ii) Recruitment test for Posts at Sl. No. 1, 2, 3 (namely Accountant/Office Suptd cum Accountant, Jr Hindi Translator, Assistant) shall only have one stage i.e. written test, whereas there will be two stage selection test comprising of Written test and Skill test for Posts at Sl. No.4, 5 (viz DEO Gr III & LDC). Qualifying in Skill Test is compulsory.
- (iii) Answer key shall be placed in public domain for posting objection (s) if any on any question (s) before publishing the written test result.
- (iv) Skill Test is qualifying in nature, subject to minimum speed. Candidates who fail to qualify prescribed skill test, shall not be considered for further stage of selection process.
- (v) Candidates scoring less than marks indicated below for different categories shall not be considered for selection. However, final selection will depend upon performance of candidates in order of merit above the below benchmark and qualifying skill test where necessary.  
UR: 30%  
OBC/ EWS: 25%  
All other categories: 20%
- (vi) SC, ST, OBC, EWS, ESM and PwD candidates who qualify on the basis of relaxed standards irrespective of his/her merit position, is to be counted against reserved vacancies and not against unreserved vacancies.
- (vii) A person with benchmark disability who is selected on his own merit can be appointed against an unreserved vacancy provided the post is identified suitable for persons with benchmark disability of relevant category.
- (viii) Success in the examination confers no right of appointment unless Council is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects for appointment to the service/post.
- (ix) The candidates applying for the examination should ensure that they fulfill all the eligibility conditions for admission to the examination. Their admission at all stages of the examination will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If, on verification, at any time before or after the written examination, it is found that they do not fulfill any of the eligibility conditions, their candidature for the examination will be cancelled.