

**Selection Criteria for the post of:-** Clerk, Clerk-cum-DEO, Accounts Clerk, Steno-typist-cum-Clerk and junior Scale Stenographer

Total Marks:-	100 Marks
1. Computer Proficiency/Typing Test (Test-A)	35 Marks
2. General Aptitude Test (Test-B)	30 Marks
3. Academic Qualification	10 Marks
4. Work Experience	05 Marks
5. Domain Knowledge	08 Marks
6. Interview	12 Marks

S.No.	Particulars	Max Marks
1.	Computer Proficiency/Typing Test (Test-A)	35
2.	General Aptitude Test (Test-B)	30
3.	Academic Qualification	10
	a. Minimum essential qualifications (bachelor Degree with at least 50% marks) OR Graduation with 51% to 60% marks OR Graduation with more than 60%	00  02  03
	b. Any two or three years degree course in Computer Science/IT/Computer Engineering after Graduation	03
	c. One year regular Diploma Course (Accountancy, Data Entry/Computer, Stenography, Secretarial Training etc.) from recognized University/Board (Govt. Semi. Govt.) (in case a diploma has been Cumulated for a degree programme its weightage shall not be counted for these 03 marks)	03
4.	Work Experience (Govt./Semi Govt./PSU/Corporations/University/Colleges/Educational Institutions) On mark for each completed year of experience in clerical cadre	05
5.	Domain Knowledge	08
6.	Interview	12

**NOTE:** The process will start with holding of Computer Proficiency/Typing test (Test A) first. Only those candidates who qualify the typing test will be called for General Aptitude Test (Test B). Both the tests will be conducted in the University premises.

Sr. No. 3 and 4 of the above mentioned Selection Criteria shall be assessed by the screening committee and Sr. No. 5 and 6 of the above mentioned Selection Criteria shall be assessed by the selection committee.

**Junior Scale Stenographer:-** Candidate will have to qualify a skill test with 100 words per minutes in English Shorthand and ability to transcript the same at the speed of 20 words per minute **OR** Hindi Shorthand at the speed of 80 words per minute and ability to Transcript thereof at 15 words per minute with up to 8% mistakes.

**Steno Typist-cum-Clerk:-** Candidate will have to qualify a skill test with 80 words per minutes in English Shorthand and ability to transcript the same at the speed of 15 words per minute and typing test at the speed of 30/25 words in English/Hindi per minute and computer test at the speed of 8000 depressions per hour in MS Word.

Syllabus for written test for the posts of Clerk, Clerk-cum-DEO, Accounts Clerk, Steno-typist-cum-Clerk and Junior scale Stenographer

**A) Computer Typing Test:-**

- A) Syllabus and other details for Computer Typing Total Marks: 35  
1. Test for computer typing to be copied shall be prescribed on the Monitor only (no hard copy) of 400 words.

NOTE: Correct words copied with penalties of 1/10<sup>th</sup> for every missing and wrong word shall be scored. The candidate is required to type the text strictly in the provided sequence, and line/paragraph jumping./skipping is not allowed.

2. The test of Computer Typing shall be in English Language only (may be alpha-numeric with all punctuations etc.)

**B) General Aptitude Test (Screening Test):-**

NOTE:-

1. Max Marks 100
2. Time: 90 minutes
3. There will be 1/4 negative marks for each wrong answer
4. Test will comprise of 100 marks which will be reduced proportionally to 30
5. Questions will be Objective Type (MCQ).
6. Question paper will comprise of five sections. Each Section will carry 20 marks.

**BROAD SYLLABUS**

**Section-I (General Knowledge and Current Affairs) 20 marks**

General Knowledge about all aspects of India-History and Civilization, Economy, Geography, Society, Politics and Government, Defence etc. and some common aspects about other countries such as Capitals, Prime Ministers, Presidents, Geographic location, National and International Affairs etc.

**Section –II (General Science) 20 marks**

Syllabus up to 10<sup>th</sup> standard as approved by the Haryana Board of School Education

**Section –III (English) 20 marks**

Syllabus up to 10<sup>th</sup> standard as approved by the Haryana Board of School Education

**Section-IV (Arithmetic and Reasoning) 20 marks**

Arithmetic: Syllabus up to 10<sup>th</sup> standard as approved by the Haryana Board of School Education

**Reasoning Verbal and non verbal**

**Section-V (Computer Knowledge) 20 marks**

Historical Developments of Computers, Generations of Computers, Type of Computers, Components, Types of Members, Input Devices (Keyboard, Mouse etc.), Output Devices (all types of Printers, Media Floppy Diskettes, pen Drives, CD-ROMs etc), Types of Software (operating Systems, Compilers and Interpreters, Application Software), Types of Computer Languages, Data Representation, Components of Network, Types of Network (LAN/MAN/WAN), Data Transmission Modes, Data Transmission Medium, Historical Development of Internet, Internet Browsers, Search Engines, WWW, Website, Home Page, E-Mail Concepts etc. and M.S. Office.

(Annex B, Page 02)

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## Criteria For Selection to the Post of Assistant

Selection Criteria :

100 Marks

- |    |   |          |
|----|---|----------|
| 1. | Computer Proficiency/Typing Test (Test – A) | 35 Marks |
| 2. | Academic Qualification                      | 33 Marks |
| 3. | Work Experience                             | 12 Marks |
| 4. | Domain Knowledge                            | 08 Marks |
| 5. | Interview                                   | 12 Marks |

Sr. No.	Particulars	Max Marks
1.	Computer Proficiency/Typing Test –(Test A)	35
2.	Academic Qualification	33
	a	00
	Minimum essential qualifications (Bachelor Degree with at Least 50% marks or Master Degree with at least 45% Marks) Or	
	Graduation with 51% to 60% Marks /Master Degree with 46% to 60% Or	08
	Graduation with more than 60% /Master Degree with more than 60%	12
	b	08
	Any two or three years degree course in Computer Science/ I. T./Computer Engineering after Graduation	
	c	05
	One year regular Diploma Course (Accountancy, Data Entry/Computer, Stenography, Secretarial Training etc.) from recognised University/Board (Govt. Semi. Govt.)	
3.	Work Experience (Govt./Semi Govt./PSU/Corporations/University/Colleges/Educational Institutions)	12
	Upto five years experience in clerical cadre	00
	One marks for each completed year of experience in clerical cadre over and above the minimum essential required	12
4.	Domain Knowledge	08
5.	Interview	12

Note:

- The process will start with holding of Computer Proficiency/Typing test (Test A) first. Only those candidates who qualify the typing test will be called for interview. The test will be conducted in the University premises.
- Sr. No.2 and 3 of the above mentioned Selection Criteria shall be assessed by the screening committee and Sr. No. 4 and 5 of the above mentioned Selection Criteria shall be assessed by the selection committee.

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