

## (i) Written Test for the Post of Junior Office Assistant (I.T.)

A. The competitive examination for filling up the post(s) of Junior Office Assistants (IT) (Direct Recruitment—Contract/Regular basis) shall be conducted in the manner prescribed herein below:

<b>(a)</b>	<b>Written test</b> shall consist of two parts viz. <b>Part- A</b> and <b>Part-B:</b>																		
	<b>Part-A (Screening Test)</b>																		
	<p>It shall be in English Language consisting of MCQ type carrying four choices for each question, out of which the correct answer shall have to be given by the candidate on OMR answer sheet by blackening the appropriate circle or any other mode as suggested in the question paper/O.M.R. sheet. Each question shall carry equal weightage of one mark. There shall be negative marking in the Screening Test and 1/3<sup>rd</sup> mark shall be deducted for giving each wrong answer. The Screening test shall be of two hours duration comprising 100 questions of 100 marks in aggregate, touching the following subjects:</p> <table border="1" data-bbox="461 1297 1382 1528"><tr><td><b>1)</b></td><td><b>General Knowledge</b></td><td><b>50 Marks</b></td></tr><tr><td>a)</td><td>International</td><td>15 Marks</td></tr><tr><td>b)</td><td>National</td><td>15 Marks</td></tr><tr><td>c)</td><td>Himachal Pradesh</td><td>20 Marks</td></tr></table> <p><b>Note:1:</b> The questions may be relating to Geography, Culture, Sports, General Science, History, Who is Who, Tourism, Current events, Computers, Current Affairs, Indian and H.P. Judiciary etc.</p> <table border="1" data-bbox="461 1787 1382 1946"><tr><td><b>2)</b></td><td><b>Basic knowledge of Computers</b></td><td><b>30 Marks</b></td></tr><tr><td><b>3)</b></td><td><b>Reasoning</b></td><td><b>20 Marks</b></td></tr></table>	<b>1)</b>	<b>General Knowledge</b>	<b>50 Marks</b>	a)	International	15 Marks	b)	National	15 Marks	c)	Himachal Pradesh	20 Marks	<b>2)</b>	<b>Basic knowledge of Computers</b>	<b>30 Marks</b>	<b>3)</b>	<b>Reasoning</b>	<b>20 Marks</b>
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**Note:2:** The O.M.R. sheets containing the answers of M.C.Q. type questions shall be got evaluated through the electronic mode and the candidates qualifying the screening test by securing at least 50 percent marks shall be called for the written examination, if they fall in the ratio of 1/6 which means six candidates against one vacancy advertised.

### **PART-B (Computers, English and Hindi)**

**Written Test shall be of total 80 marks to be completed in 2 hours consisting of the following:-**

(i)	Essay, in English 300 words	15 marks
(ii)	Essay, in Hindi 300 words	15 marks
(iii)	Translation from English to Hindi (one Paragraph containing at least five sentences)	10 marks
(iv)	Translation from Hindi to English (one Paragraph containing at least five sentences)	10 marks
(v)	Computers	30 marks

**Note:3:** Candidates qualifying the Written test by securing at least 50 percent marks shall be called for the Typing Test if they fall in the ratio of 1:5 which means five candidates against one vacancy advertised.

**(b)**

#### **Typing Test:**

The candidates shall have to qualify, typing test at 30 W.P.M., in English, on computers, where for a separate test shall be held.

Provided that only 10% of the mistakes in typing test shall be permitted which in other words means that if any candidate commits more than thirty (30) mistakes then notwithstanding the fact that he/she has successfully typed out the given passage/material with the speed of **30 w.p.m.** still he/she shall be declared as unqualified and shall not be eligible to appear in the interview.

**Note:1:** The time for typing test shall be **ten(10) minutes.**

**Note:2:** The typing test shall be merely qualifying and marks obtained therein shall not be counted for determining the final merit.

**(c) Interview shall be of 10 marks as follows:-**

(i)	General knowledge/ General Awareness	4 Marks
(ii)	Experience	3 Marks
(iii)	Educational Qualification	3 Marks
<b>Total</b>	<b>10 Marks</b>	

**(d) Final merit list shall be drawn on the basis of written test as well as interview**

**(e) Criterion for Awarding marks for Educational Qualification**

(i)	Any Diploma in Computers from I.T.I. or equivalent	1 mark
(ii)	Bachelor Degree in Computers/ P.G. Diploma in Computers	2 marks
(iii)	Any Master Degree and above	3 marks

**(f)**

**Criterion for Awarding marks for Experience**

(i)	One year	½ mark
(ii)	Two years	1 mark
(iii)	Three years	1½ marks
(iv)	Four years	2 marks
(v)	Five years	2½ marks
(vi)	Six years	3 marks

**Note:** The experience of working on any Clerical post with practical experience of working on computers or on higher post or working as Networking Engineer/Desktop Engineering/System Assistant or above shall be taken into consideration only if the experience certificate is shown, in original, at the time of interview and there is mention to this effect in the application submitted while applying for the post.