

6. The subjects of the written test, number of questions, maximum marks and duration will be as follows :-

<u>Paper</u>	<u>Subject</u>	<u>No of Questions</u>	<u>Marks</u>	<u>Duration of Examination</u>
Part-I	General Intelligence & Reasoning (Objective Multiple Choice Type)	25	25	2 hours
Part-II	General Awareness (Objective Multiple Choice Type)	50	50	
Part-III	General English (Objective Multiple Choice Type)	50	50	
Part-IV	Numerical Aptitude (Objective Multiple Choice Type)	25	25	

Note. The question papers of Written Test will be in bilingual i.e English & Hindi. However, the question on the portion of English Language subject will be in English only. There will be provision of negative marking in written test for incorrect answers.

7. **Syllabus for Examination.**

(a) **General Intelligence & Reasoning.** The questions will be of Matriculation standard and would include questions of non-verbal type. The test may include questions on analogies, similarities and differences, space visualization, problem solving analysis, judgment, decision making visual memory, discrimination, observation, relationship concepts, figure classification, arithmetical number series, non-verbal series. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship arithmetical-computation and other analytical functions.

(b) **General Awareness.** The questions will be of Matriculation standard. The questions will be designed to test the ability of candidate's general awareness of the environment around him/her and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observations and experience in their scientific aspects as may be expected of Matriculation standard educated person. The test will also include questions relating to India and its neighboring countries especially pertaining to Sports, History, Culture, Geography, Economic Scene, General Polity including Indian Constitution and Scientific Research etc. These questions will be such that, they do not require a special study of any discipline.

(c) **English Language.** The questions will be of Matriculation standard. Candidates understanding the basics of English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage etc. his/ her writing ability would be tested.

(d) **Numerical Aptitude.** This paper will include questions on problems relating to Number Systems, Computation of Whole Numbers, Decimals and Fractions and relationship between Numbers, Fundamental Arithmetical Operations, Percentages, Ration and Proportion, Averages, Interest, Profit & Loss, Discount, use of Table and Graphs, Mensuration, Time and Distance, Ration and time, Time and Work etc.

8. **Important Instructions to the Applicants :-**

(a) "Candidate should read the Advertisement carefully before filling up the application form". All the candidates to satisfy themselves that they are eligible to apply for the posts as per the advertisement.

(b) The candidates should write down the following on the top of the cover envelope in capital letters :-

(i) "APPLICATION FOR THE POST OF _____".

(ii) Overall percentage in Matriculation / equivalent in capital letters duly signed by the candidates with the following colour ink :

(aa) Less than or equal to 50% in RED INK.

(ab) From 51% to 60% in BLUE INK.

(ac) Above 61% in BLACK INK.

(iii) Format for the application cover envelope is attached as Appendix I.

(c) While writing the percentage of marks in various colour inks on the cover envelop the decimal number less than 0.5 be rounded off to lower digit and decimal number equal to or above 0.5 be rounded off to upper digit. (eg 48.49% to be rounded off to 48% and 50.50% to be rounded off to 51%).