

National Institute of Open Schooling NOIDA

1. Scheme of Examination for the Post Section Officer to be filled on direct recruitment

Written Test	(i) Paper-I, Objective Type Test	2 hours duration	100 Marks
	(ii) Paper-II, Descriptive Type Test	3 hours duration	100 Marks
Interview	---	---	50 marks
Total			250 Marks

2. Written Test

2.1 Paper-I Objective Type Test

Scheme of the Examination:

Section	Paper	No. of questions (01 Marks each)	Marks	Time Duration	Minimum Qualifying marks on this paper out of total 100 marks
A	General English	20	20	2 hours*	1. 45% for General & EWS 2. 40% for OBC 3. 35% for SC/ST/PwD
B	General Knowledge & Current Affairs	20	20		
C	General Intelligence & Reasoning	15	15		
D	Quantitative Aptitude	15	15		
E	Subject knowledge	30	30		
Total		100	100		

* Time Duration for PwD categories will be as per Government of India's Rules

2.2 Paper-II Descriptive Type Test

Scheme of the Examination:

Section	Paper	Marks	Time Duration	Minimum Qualifying marks on this paper out of total 100 marks
A	General English/Hindi – Precis, Letter writing, Noting, Drafting and applied English Grammar	30	3 hours*	1. 45% for General & EWS 2. 40% for OBC 3. 35% for SC/ST/PwD
B	Office Procedures, Service Rules	40		
C	Financial rules & regulations and Financial Administration including book-keeping	30		
	Total	100		

* Time Duration for PWD categories will be as per Government of India's Rules

3. Interview

	Marks	Remarks
Interview	50	Those who qualify in the written test (both paper-I & paper-II separately) would be invited for the interview in the ratio of maximum 1:10 of posts advertised

4. Indicative Syllabus for the Written Test

4.1 Paper-I Objective Type Test

4.1.1 Section A:- General English:- Spot the Error, Fill in the Blanks, Synonyms, Antonyms, Spellings/Detecting Misspelt words, Idioms & Phrases, One word substitution, Active/Passive Voice, Conversion into Direct/Indirect narration, Shuffling of Sentence parts, Comprehension Passage

4.1.2 Section B:- General Knowledge and Current Affairs:- Questions in this component will be aimed at testing the candidate's general awareness of the environment around him 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 as may be expected of any educated person. The test may also include questions relating to India and its

neighbouring countries especially pertaining to History, Culture, Geography, Economics, Govt policy on Education scenario in India.

4.1.3 Section C:- General Intelligence & Reasoning:- This component may include questions on analogies, similarities and differences, problem solving, analysis, judgment, decision making, discrimination, observation, relationship concepts, arithmetical reasoning, arithmetic number series, coding and decoding, statement conclusion. Indexing, Address matching, Date & city matching, Classification of centre codes/roll numbers, Small & Capital letters/numbers coding, decoding and classification and Critical thinking.

4.1.4 Section D:- Quantitative Aptitude:- The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidates. The scope of the test may cover topics such as computation of whole numbers, decimals, fractions and relationships between numbers, Percentage, Ratio & Proportion, Square roots, Averages, Interest, Profit and Loss, Discount, Time and distance, Time & Work, Basic algebraic identities of School Algebra & Elementary surds, Heights and Distances.

4.1.5 Section E:- Subject Knowledge:- Office procedure, Service Rules, Financial rules and regulations, Office Administration and Financial Administration including book-keeping.

4.2 Paper – II Descriptive Type Test

4.2.1 Section A:- General English/Hindi :- This section of the paper will be designed to test the candidate's knowledge of English/Hindi Grammar and composition, and generally their ability to understand and ability to write correct English/Hindi. Evaluation will also take into account the arrangement, general expression and workman-like use of the language. This section may include questions on essay writing, précis, letter writing, noting, drafting and applied grammar.

4.2.2 Section B:- Office Procedures, Service Rules:- Composition and working of a file, preparation and submission of cases, security of official information and documents, recording of files, editing and printing of important files classified under Class A, collection of printing of departmental decision, record retention schedule and weeding out of records, review of performance, punctuality, regulation of attendance and observance of proper office decorum, drafting of communication, circulation and keeping of the confidential records.

Service Rules : Advances, Children education allowance, compensatory allowance, conduct rules, departmental promotion committee, deputation and foreign service, discipline rules, income tax, joining time, leave rules, LTC, Medical Attendance Rules (CSMA Rules), pay, GPF, quitting service- other than superannuation, reservations and concession in appointments, resignation and removal and dismissal, retirement on superannuation, seniority and promotion, Travelling Allowance, New Pension Scheme, The Sexual Harassment of Women at workplace Act 2013, RTI

4.2.3 Section C:- Financial rules & regulations and Financial Administration

including book-keeping :- Financial rules & regulations, Financial administration, GFR, Purchase procedures, Accountancy, Bank Reconciliation and Taxation Provisions etc.

5. General Instructions

- 5.1 The question paper would be bilingual (English and Hindi) (Except English paper) and the applicants will have the option to respond in either of the languages. However, the same medium of languages must be used throughout.
- 5.2 The questions in the written test will be of the level of degree, which is defined as the minimum eligibility for the respective post.
- 5.3 Answer script of Paper-II (Descriptive type test) of a candidate would be evaluated, only if the candidate qualified in Paper-I (Objective type test)
- 5.4. There shall be negative marking for wrong answers in Paper-I to the tune of 1/4th of marks allotted per question.
- 5.5 Those who qualify in the written test (both paper-I & paper-II separately) would be invited for the interview.
- 5.6 Final Merit shall be drawn on the basis of combined scores of Paper-I and Paper-II and also interview.
- 5.7 In the event of tie in scores, the following will be taken in order of preference in deciding the merit.
 - a) Marks obtained in Graduation
 - b) Marks obtained in 12th examination.
 - c) Marks obtained in the 10th exam.
 - d) Candidates senior in age will be given preference.
 - e) In case all the options above are exhausted, it will be decided by referring to the alphabetical order of the names taking first name into consideration.
- 5.8 Written Examination will be conducted at 5 (five) cities viz. New Delhi/Delhi/NCR, Pune, Chennai, Kolkatta, Guwahati. However, NIOS may at its discretion change, cancel, reassign, alter any venue / centre or all venues / centre without issuing any reason thereof.
- 5.9 Interview will be held at NIOS Headquarters only.

राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान
नोएडा, उत्तर प्रदेश

हिंदी अधिकारी पद के लिए चयन की प्रक्रिया इस प्रकार होगी :-

- (1) लिखित परीक्षा (i) प्रश्नपत्र - 1 वस्तुनिष्ठ प्रकार की परीक्षा 2 घंटे अवधि 100 अंक
(ii) प्रश्नपत्र - 2 वर्णनात्मक प्रकार की परीक्षा 3 घंटे अवधि 100 अंक
(2) साक्षात्कार 50 अंक

कुल - 250 अंक

लिखित परीक्षा

(i) प्रश्नपत्र - 1 वस्तुनिष्ठ प्रकार की परीक्षा

परीक्षा योजना:

भाग	प्रश्नपत्र	प्रश्नों की संख्या (प्रत्येक प्रश्न 01 अंक)	अंक	समय अवधि	इस प्रश्नपत्र में उत्तीर्ण होने के लिए कुल 100 अंकों में से न्यूनतम प्राप्तांक
क.	राजभाषा नियमों के कार्यान्वयन पर आधारित	35	35	2 घंटे*	1. 45% सामान्य तथा आर्थिक रूप से कमजोर वर्ग के लिए 2. 40% ओबीसी के लिए 3. 35% एससी/एसटी तथा पीडब्ल्यूडी के लिए
ख.	हिंदी संबंधी सामान्य ज्ञान	20	20		
ग.	व्यावहारिक व्याकरण	15	15		
घ.	प्रशासनिक/ पारिभाषिक शब्दावली	15	15		
ड.	शब्द ज्ञान	15	15		
	कुल	100	100		

- भारत सरकार के नियमानुसार पीडब्ल्यूडी के लिए समय अवधि

(ख) (ii) प्रश्नपत्र - 2 वर्णनात्मक प्रकार की परीक्षा

परीक्षा योजना:

भाग	प्रश्नपत्र	अंक	समय अवधि	इस प्रश्नपत्र में उत्तीर्ण होने के लिए कुल 100 अंकों में से न्यूनतम प्राप्तांक
क	राजभाषा नीति एवं कार्यान्वयन संबंधी प्रश्न	30	3 घंटे*	1. 45% सामान्य तथा आर्थिक रूप से कमजोर वर्ग के लिए 2. 40% ओबीसी के लिए 3. 35% एससी/एसटी तथा पीडब्ल्यूडी के लिए
ख	अनुच्छेदों का अनुवाद	40		
ग	अनुच्छेदों का पुनरीक्षण	30		
	कुल	100		

* भारत सरकार के नियमानुसार पीडब्ल्यूडी के लिए समय अवधि

(3) साक्षात्कार

	अंक	उम्मीदवार का अनुपात
साक्षात्कार	50	योग्यता-क्रम सूची के अनुसार विज्ञापित पद के 1:10 अनुपात में उम्मीदवारों को साक्षात्कार के लिए बुलाया जाएगा।

नोट:- लिखित परीक्षा के लिए विस्तृत पाठ्यक्रम चर्चा के उपरांत तैयार किया जाएगा।

सामान्य निर्देश

- (i) लिखित परीक्षा में प्रश्न न्यूनतम शैक्षिक योग्यता के स्तर के होंगे।
- (ii) किसी उम्मीदवार के प्रश्नपत्र- II (वर्णनात्मक परीक्षा) की उत्तरपुस्तिका का मूल्यांकन तभी किया जाएगा, जब उम्मीदवार प्रश्नपत्र - I (वस्तुनिष्ठ परीक्षा) में उत्तीर्ण हो।
- (iii) प्रश्नपत्र - I में गलत उत्तरों के लिए प्रति प्रश्न आबंटित अंकों के 1/4 वें स्थान पर नकारात्मक अंकन होगा।
- (iv) प्रश्नपत्र - I और प्रश्नपत्र - II के संयुक्त अंकों और साक्षात्कार के आधार पर योग्यता सूची तैयार की जाएगी।

(v) अंकों में बराबरी की स्थिति में, योग्यता तय करने में वरीयता क्रम में निम्नलिखित को लिया जाएगा।

क) स्नातक में प्राप्त अंक

ख) 12वीं की परीक्षा में प्राप्त अंक।

ग) 10वीं की परीक्षा में प्राप्त अंक।

घ) आयु में वरिष्ठ उम्मीदवारों को वरीयता दी जाएगी।

ड.) यदि उपर्युक्त सभी विकल्प समाप्त हो जाते हैं, तो पहले नाम को ध्यान में रखते हुए नामों के वर्णानुक्रम का उल्लेख करके निर्णय लिया जाएगा।

vi) लिखित परीक्षा 5 (पांच) शहरों में आयोजित की जाएगी। नई दिल्ली/दिल्ली/एनसीआर, पुणे, चेन्नई, कोलकाता, गुवाहाटी। हालांकि, एनआईओएस बिना कोई कारण बताए अपने विवेक से किसी भी स्थान/केंद्र या सभी स्थल/केंद्र को बदल सकता है, रद्द कर सकता है, फिर से सौंप सकता है, बदल सकता है।

vii) साक्षात्कार केवल एनआईओएस मुख्यालय में आयोजित किया जाएगा।

National Institute of Open Schooling NOIDA

1. Scheme of Examination for the Post of EDP Supervisor to be filled on direct recruitment

Written test	(i) Paper-I Objective Type Test	2 hours duration	100 marks
	(ii) Paper-II, Descriptive Type Test	3 hours duration	150 marks
Skill Test	-----	2.30 hours duration	100 marks
		Total	350 marks

2. Written Test

2.1 Paper-I Objective Type Test

Scheme of the Examination:

Section	Paper	No of Questions (01 Marks each)	Marks	Time Duration	Minimum Qualifying marks
A	General Awareness	25	25	2 hours*	1. 45% for General & EWS 2. 40% for OBC 3. 35% for SC/ST/PwD
B	Reasoning Ability	25	25		
C	Mathematical Ability	25	25		
D	Test of Language English / Hindi	25	25		
Total		100	100		

* Time Duration for PwD categories will be as per Government of India's Rules

2.2__Paper-II Descriptive Type Test

Scheme of the Examination:

SUBJECT	NO OF QUESTION	MARKS	Time Duration	Minimum Qualifying marks
Descriptive Type Test	50	150	3 hours *	1. 45% for General & EWS 2. 40% for OBC 3. 35% for SC/ST/PwD
Total	50	150		

* Time Duration for PWD categories will be as per Government of India's Rules

3. Skill Test

SUBJECT	MARKS	Duration	Minimum Qualifying marks
Skill Test (The skill examination based on the syllabus will consist of Objective type (multiple choice) type questions.)	100	2.30 hours	To qualify, the candidate should obtain 50 marks. This will however only be qualifying in nature.

4. Indicative Syllabus for Written Test

4.1. Paper-I Objective Type Test

4.1.1 Section A:- General Awareness: Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observations as may be expected of an educated person. The test will include questions relating to India and Its neighboring countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific

Research, National/International Organizations/Institutions, events etc. and related to the post concerned.

4.1.2 Section B:- Reasoning Ability: The syllabus includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualizations, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

4.1.3 Section C:- Mathematical ability: The test will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.

4.1.4 Section D:- Test of Language English/Hindi: In addition to the testing of candidate's understanding of the English/Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

4.2 Paper-II Descriptive Type Test

Databases and Data Management: MySQL, PostgreSQL, MongoDB, Amazon Relational Database Service, NoSQL, cloud computing, graph databases, machine learning, and augmented Data Management

Scripting/Programming Languages, web/mobile development tools: PHP, Python, JavaScript, HTML and CSS, C++, SQL, C#. React Native and Kotlin for mobile app development

Good knowledge of Web App Development Technologies, development of content management system, Utilization of Chatbots, Web Servers, Types of Cloud Computing Services, Infrastructure as a Service. (IaaS), Platform as a Service. (PaaS), Software as a Service. (SaaS), Disaster Relief as a Service (DRaaS), Functions as a Service.

Cloud server technologies: Amazon Web Services (AWS), Microsoft Azure, Google Cloud, Oracle cloud, Amazon Simple Storage Service (Amazon S3)

Cloud computing features: Load balancing, Security and integrity, Privacy in multi-tenancy clouds,

Virtualisation, Data recovery and backup, Data segregation and

recovery, Secure cloud architecture, Cloud cryptography.

Data security technologies: Data classification, Data access policies, Authentication, Access control, Backups & recovery, Encryption, Data masking, Tokenization, Deletions & erasure, Data Loss Prevention, Intrusion Detection System, Intrusion Prevention System, Security Incident and Event Management, Firewall, Antivirus

Cyber Security Technologies: Artificial Intelligence & Deep Learning, Behavioral Analytics, Embedded Hardware Authentication, Blockchain Cybersecurity, Zero-Trust Model

Configuration, maintenance and administration of Active directory, DC, ADC, DNS, DNCP, WSUS, Group policies, shared, workstation/printers, Antivirus. Configure and install various network devices and services (e.g. routers, switches, firewalls, load balancers, VPN, QoS)

Strong understanding and experience of Network protocols/services/technologies like OSI, TCP/IP, UDP, BGP, OSPF, IP Sec, NAT and MPLS.

Procurement through GeM, e-tendering, e-procurement. Working knowledge of the general mobile landscape, architectures, trends and emerging technologies

Rules & Regulations (General Administration)

Knowledge of other computer related works & procedures.

5 Indicative Syllabus for Skill Test

5.1 Section-A:- Databases

(MySQL, PostgreSQL, MongoDB, Amazon Relational Database Service, NoSQL, graph databases, machine learning, and augmented Data Management, FoxPro, Visual FoxPro)

Understanding Database Fundamentals, Structured Query Language Commands, PL/SQL, Data Modeling and Database Design, Creating Database and Transaction Logs, Creating Database Tables and Using Data-types, Retrieving Data with Transact-SQL, Adding, Changing and Deleting Information in Tables, Using Functions, Managing and Using View, Managing and Using Indexes and Keys, Understanding Transactions and Locking, Managing and Using Rules, Constraints, and Defaults, Managing Stored Procedures and Using flow-Control Statements, Creating and Managing Triggers, Understanding Server, Database and Query

Options, Database Programming etc.

5.2 Section-B Scripting/Programming Languages, web/mobile development tools: PHP, Python, JavaScript, HTML and CSS, C++, SQL, C#. React Native and Kotlin for mobile app development

The Components of a program, usage of all keywords, Usage of all reserved words, Data Types, Control Structures, Procedures, Storing Data” Variables and Constants, Statements, Expressions, and Operators, Functions: The Basics, Basic Program Control, Fundamentals of Input and Output, Using Numeric Arrays, Understanding Pointers, Characters and Strings, Structures, Understanding Variable Scope, Advanced Program Control, Working With the Screen, Printer and Keyboard, Pointers: Beyond the Basics, Using Disk Files, Manipulating Strings, Getting More from Functions, Exploring the C Function Library, Working with Memory, Advanced Compiler Use, Object Oriented Programming Fundamentals, Classes, Objects, Methods, Functions, Arrays, Strings, Inheritance, Structures, Templates etc. development of content management system, development of ChatBots, development of ChatBots, development of mobile apps

5.3 Section-C (Networks) : Configuration of LAN, configuring various devices on the Network, Network Trouble Shooting

Cloud server technologies: Amazon Web Services (AWS), Microsoft Azure, Google Cloud, Oracle cloud, Amazon Simple Storage Service (Amazon S3)

Cloud computing features: Load balancing, Security and integrity, Privacy in multi-tenancy clouds,

Virtualisation, Data recovery and backup, Data segregation and recovery, Secure cloud architecture, Cloud cryptography.

Data security technologies: Data classification, Data access policies, Authentication, Access control, Backups & recovery, Encryption, Data masking, Tokenization, Deletions & erasure, Data Loss Prevention, Intrusion Detection System, Intrusion Prevention System, Security Incident and Event Management, Firewall, Antivirus

Cyber Security Technologies: Artificial Intelligence & Deep Learning, Behavioral Analytics, Embedded Hardware Authentication, Blockchain Cybersecurity, Zero-Trust Model

6. General Instructions:

6.1 The question paper would be bilingual (English and Hindi) and the applicant will have the option to respond in either of the languages. However, the same medium of languages must be used throughout.

- 6.2** The questions in the written test will be of the level of degree, which is defined as the minimum eligibility for the respective post.
- 6.3** Answer Scripts of Paper-II (Descriptive Test) of a candidate would be evaluated only, if the candidate qualified in Paper-I (Objective test).
- 6.4** There shall be negative marking for wrong answers in Paper-I to the tune of 1/4th of marks allocated per question.
- 6.5** Those who qualify in the written test(both paper-I & paper-II) will be eligible to take the Skill Test.
- 6.6** Merits shall be drawn only for candidates who qualify for Paper-I, Paper-II and Skill Test separately.
- 6.7** Final merit shall be drawn on the basis of combined scores of Paper-I and Paper-II.
- 6.8** In the event of tie in scores, the following will be taken in order of preference in deciding the merit.
- a) Marks obtained in Graduation
 - b) Marks obtained in 12th examination.
 - c) Marks obtained in the 10th exam.
 - d) candidates senior in age will be given preference.
 - e) In case all the options above are exhausted, it will be decided by referring to the alphabetical order of the names taking first name into consideration.
- 6.9** Written Examination will be conducted at 5 (five) cities viz. New Delhi/Delhi/NCR, Pune, Chennai, Kolkatta, Patna, Guwahati. However, NIOS may at its discretion change, cancel, reassign, alter any venue / centre or all venues / centre without issuing any reason thereof.

National Institute of Open Schooling

NOIDA

1. Scheme of Examination for the Post of Assistant to be filled on direct recruitment

Written Test	i) Paper-I Objective Type Test	2 hours duration	100 marks
	ii) Descriptive Type Test	3 hours duration	100 marks
Skill Test	----	1 hour duration	Skill test shall be qualifying in nature and no additional credits for the same shall be allocated
		Total	200 marks

2. Written Test

2.1 Paper-I Objective Type Test

Scheme of the Examination:

Section	Subject	No. of questions (01 Marks each)	Marks	Time Duration	Minimum Qualifying marks
A	General awareness	25	25	2 hours*	1. 45% for General & EWS 2. 40% for OBC 3. 35% for SC/ST/PwD
B	Reasoning ability	25	25		
C	Mathematical ability	25	25		
D	Test of Language English or Hindi	25	25		
	TOTAL	100	100		

* Time Duration for PWD categories will be as per Government of India's Rules

2.2 Paper-II Descriptive Type Test

Scheme of the Examination:

Subject	No. of Question (02 marks)	MARKS	Duration	Minimum Qualifying marks
Descriptive Type	50	100	3 hours*	1. 45% for General & EWS 2. 40% for OBC 3. 35% for SC/ST/PwD
TOTAL	50	100		

* Time Duration for PWD categories will be as per Government of India's Rules

3. Skill Test

SUBJECT	MARKS	Duration	Minimum Qualifying marks
Skill Test on Computer with a speed of not less than 8000 key depression per hour	---	1 hour	Skill test shall be qualifying in nature and no additional credits for the same shall be allocated

4. Indicative Syllabus for the Written Test

4.1 Paper-I Objective Type Test

4.1.1 Section A:- General Awareness: Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the Society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions relating to India and its neighboring countries. Especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations/Institutions, events etc.

4.1.2 Section B:- Reasoning Ability: The syllabus includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualizations, problem solving analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

4.1.3 Section C:- Mathematical ability: The test will cover Number System including

questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.

4.1.4 Section D:- Test of Language English or Hindi: In addition to the testing of candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

4.2 Paper-II Descriptive Type Test

The questions will be designed to test the ability of the candidate's knowledge and awareness about the subjects detailed below:

Topic	Marks allocated
Basic knowledge of the Constitution of India and working of its political system	10 marks
Basic Knowledge about School Education, Examination Board and its Administrations etc.	15 marks
Knowledge and application of Office Procedures, Rules & Regulations	15 marks
English/Hindi with special reference to skill in noting drafting	20 marks
Situation Test essay, where the candidates reaction would be sought on a given situation test case	20 marks
Knowledge of Computers with special reference to knowledge of word processing, data analysis packages	20 marks
Total	100 marks

5. General Instructions

- 5.1 The question paper would be bilingual (English and Hindi) (except English paper) and the applicant will have the option to respond in either of the languages. However, the same medium of languages must be used throughout.
- 5.2 The questions in the written test will be of the level of Senior Secondary (+2), which is defined as the minimum eligibility for the respective post.
- 5.3 Answer Scripts of Paper-II (Descriptive test) of candidates would be evaluated only, if the candidate qualified in Paper-I (Objective test)

- 5.4 There shall be negative marking for wrong answers in Paper-I to the tune of 1/4th of marks allocated per question.
- 5.5 Those who qualify in the written test (both paper-I & paper-II separately) will be eligible to take the Skill Test.
- 5.6 The skill test shall be a qualifying in nature and no additional credits for the same shall be allocated.
- 5.7 Merits shall be drawn only for candidates who qualify Paper-I, Paper-II and Skill Test separately.
- 5.8 Final merit shall be drawn on the basis of combined scores of Paper I and Paper II only.
- 5.9 In the event of tie in scores, the following will be taken in order of preference in deciding the merit.
- (i) Marks obtained in 12th examination.
 - (ii) Marks obtained in the 10th exam.
 - (iii) candidates senior in age will be given preference.
 - (iv) In case all the options above are exhausted, it will be decided by referring to the alphabetical order of the names taking first name into consideration.
- 5.10 Written Examination will be conducted at 5 (five) cities viz. New Delhi/Delhi/NCR, Pune, Chennai, Kolkatta, Guwahati. However, NIOS may at its discretion change, cancel, reassign, alter any venue / centre or all venues / centre without issuing any reason thereof.

National Institute of Open Schooling

NOIDA

1. Scheme of Examination for the Post of Stenographer to be filled on direct recruitment

Written Test	i) Paper-I Objective Type Test	2 hours duration	100 marks
	ii) Descriptive Type Test	3 hours duration	100 marks
Skill Test	----	1 hour for English & 1 hour 15 minutes for Hindi	Skill test shall be qualifying in nature and no additional credits for the same shall be allocated
		Total	200 marks

2. Written Test

2.1 Paper-I Objective Type Test

Scheme of the Examination:

Section	Subject	No. of questions (01 Marks each)	Marks	Time Duration	Minimum Qualifying marks
A	General awareness	25	25	2 hours*	1. 45% for General & EWS 2. 40% for OBC 3. 35% for SC/ST/PwD
B	Reasoning ability	25	25		
C	Mathematical ability	25	25		
D	Test of Language English or Hindi	25	25		
	TOTAL	100	100		

* Time Duration for PWD categories will be as per Government of India's Rules

2.2 Paper-II Descriptive Type Test

Scheme of the Examination:

Subject	No. of Question (02 marks)	MARKS	Duration	Minimum marks	Qualifying
Descriptive Type	50	100	3 hours*	1. 45% for General & EWS 2. 40% for OBC 3. 35% for SC/ST/PwD	
TOTAL	50	100			

* Time Duration for PWD categories will be as per Government of India's Rules

3. Skill Test

SUBJECT	MARKS	Duration	Minimum Qualifying marks
Speed in Shorthand in English/Hindi @80 w.p.m. with computer speed of 8000 key depression per hour.	---	1 hour for English & 1 hour 15 minutes for Hindi	Skill test shall be qualifying in nature and no additional credits for the same shall be allocated

4. Indicative Syllabus for the Written Test

4.1 Paper-I Objective Type Test

4.1.1 Section A:- General Awareness: Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the Society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions relating to India and its neighboring countries. Especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations/Institutions, events etc.

4.1.2 Section B:- Reasoning Ability: The syllabus includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualizations, problem solving analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

4.1.3 Section C:- Mathematical ability: The test will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.

4.1.4 Section D:- Test of Language English or Hindi: In addition to the testing of candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

4.2 Paper-II Descriptive Type Test

The questions will be designed to test the ability of the candidate's knowledge and awareness about the subjects detailed below:

Topic	Marks allocated
Basic knowledge of the Constitution of India and working of its political system	10 marks
Basic Knowledge about School Education, Examination Board and its Administrations etc.	15 marks
Knowledge and application of Office Procedures, Rules & Regulations	15 marks
English/Hindi with special reference to skill in noting drafting	20 marks
Situation Test essay, where the candidates reaction would be sought on a given situation test case	20 marks
Knowledge of Computers with special reference to knowledge of word processing, data analysis packages	20 marks
Total	100 marks

5. General Instructions

- 5.1** The question paper would be bilingual (English and Hindi) (except English paper) and the applicant will have the option to respond in either of the languages. However, the same medium of languages must be used throughout.
- 5.2** The questions in the written test will be of the level of Senior Secondary (+2), which is defined as the minimum eligibility for the respective post.
- 5.3** Answer Scripts of Paper-II (Descriptive test) of candidates would be evaluated only, if the candidate qualified in Paper-I (Objective test)
- 5.4** There shall be negative marking for wrong answers in Paper-I to the tune of 1/4th of marks allocated per question.
- 5.5** Those who qualify in the written test (both paper-I & paper-II separately) will be

eligible to take the Skill Test.

- 5.6** The skill test shall be a qualifying in nature and no additional credits for the same shall be allocated.
- 5.7** Merits shall be drawn only for candidates who qualify Paper-I, Paper-II and Skill Test separately.
- 5.8** Final merit shall be drawn on the basis of combined scores of Paper I and Paper II only.
- 5.9** In the event of tie in scores, the following will be taken in order of preference in deciding the merit.
- i. Marks obtained in 12th examination.
 - ii. Marks obtained in the 10th exam.
 - iii. Candidates senior in age will be given preference.
 - iv. In case all the options above are exhausted, it will be decided by referring to the alphabetical order of the names taking first name into consideration.
- 5.10** Written Examination will be conducted at 5 (five) cities viz. New Delhi/Delhi/NCR, Pune, Chennai, Kolkatta, Guwahati. However, NIOS may at its discretion change, cancel, reassign, alter any venue / centre or all venues / centre without issuing any reason thereof.

National Institute of Open Schooling

NOIDA

1. Scheme of Examination for the Post of Junior Assistant to be filled on direct recruitment

Written Test (Objective Test)	2 and half hours duration	200 marks
Skill Test	1 hour duration	Skill test shall be qualifying in nature and no additional credits for the same shall be allocated
	Total	200 marks

2. Written Test (Objective Type Test)

Scheme of the Examination:

Section	Subject	No. of Questions (01 marks each)	Marks	Time Duration	Minimum Qualifying marks
A	General awareness	50	50	2 and half hours*	1.45% for General & EWS 2. 40% for OBC 3.35% for SC/ST/PwD
B	Reasoning ability	50	50		
C	Mathematical ability	50	50		
D	Test of Language English or Hindi	50	50		
	TOTAL	200	200		

* Time Duration for PWD categories will be as per Government of India's Rules

3. Skill Test

Subject	Marks	DURATION:	Minimum Qualifying marks
On Spot typing test : Qualifying speed shall be not less than 6000 key depression per hour on a computer (PC)	-----	1 hour	Skill test shall be qualifying in nature and no additional credits for the same shall be allocated

4. Indicative Syllabus for Written Test (Objective Type Test)

4.1 Section A:- General Awareness: Questions will be designed to test the ability of

the candidate's General Awareness of the environment and its relevance to the Society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions relating to India and its neighboring countries. Especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations/Institutions, events etc.

- 4.2 Section B:- Reasoning Ability:** The syllabus includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualizations, problem solving analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.
- 4.3. Section C:- Mathematical ability:** The test will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discounts, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.
- 4.4 Section D:- Test of Language English or Hindi:** In addition to the testing of a candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

5. General Instructions

- 5.1. The question paper would be bilingual (English and Hindi) (except English paper) and the applicant will have the option to respond in either of the languages. However, the same medium of languages must be used throughout.
- 5.2 The questions in the written test will be of the level of Senior Secondary (+2), which is defined as the minimum eligibility for the respective post.
- 5.3 There shall be negative marking for wrong answers in Written Test to the tune of $1/4^{\text{th}}$ of marks allocated per question.
- 5.4 Those who qualify in the written test will be eligible to take the Skill Test.
- 5.5 The skill test shall be a qualifying in nature and no additional credits for the same shall be allocated.
- 5.6 Merits shall be drawn only for candidates who qualify for Written Test and Skill Test separately.
- 5.7 Final merit shall be drawn on the basis of scores of Written Test only.
- 5.8 In the event of tie in scores, the following will be taken in order of preference in deciding the merit.

- i. Marks obtained in 12th examination.
- ii. Marks obtained in the 10th exam.
- iii. Candidates senior in age will be given preference.
- iv. In case all the options above are exhausted, it will be decided by referring to the alphabetical order of the names taking first name into consideration.

5.9 Written Examination will be conducted at 5 (five) cities viz. New Delhi/Delhi/NCR, Pune, Chennai, Kolkatta, Guwahati. However, NIOS may at its discretion change, cancel, reassign, alter any venue / centre or all venues / centre without issuing any reason thereof.