

candidates do not obtain the minimum cut-off marks fixed for them by the High Court or the number of women candidates is insufficient.

The selected OH candidates shall be adjusted against their respective category.

Benefits of caste based reservation shall be given only to the candidates who are domicile of Bihar subject to production of Domicile and Category Certificate issued by Competent Authority as recognized by Law or Relevant Rules of State of Bihar. The permanent address furnished in the application form shall be considered as domicile for the purpose of reservation.

If the applicant does not claim reservation or mention his/ her category in the proper place of application form, he/she will not be given the benefit of reservation. After final submission of the application form, any request with regard to change of category shall not be entertained.

The candidate who fails to produce Domicile/ Category Certificate shall not be entitled to the benefits of reservation. Such candidates shall be treated as General (Unreserved) category candidates. In case of women candidates, caste certificate issued from father's side shall only be treated as valid.

Candidates claiming reservation against SC/ ST category shall be required to submit Domicile Certificate and their respective Category Certificate issued by the competent authority as and when asked for.

Candidates seeking reservation under BC/ EBC category shall have to produce Non-Creamy Layer Certificate in addition to the Domicile Certificate and Category Certificate issued by the competent authority as and when asked for.

Income and Asset Certificate issued by the competent authority for the year 2021-22 has to be produced by the candidates who claim reservation under Economically Weaker Sections (EWS) Category, failing which they shall be treated as General (Unreserved) Category candidate.

Only such person would be eligible for reservation under Orthopedically Handicapped (OH) quota who is having not less than 40% (forty percent) of relevant disability. Applicants claiming benefit of reservation under Orthopedically Handicapped quota shall be required to submit a Disability Certificate issued by the Competent Authority as per relevant rules as and when asked for.

Note: There is no provision for Scribe or extra time in any part/stage of examination for the Orthopedically Handicapped (O.H.) Candidates.

6. Mode of Selection :-

- (i) **Written Test**:- Multiple Choice Question Based Objective test followed by English shorthand-computer typing test with speed of 80 words per minute for 320 words only, i.e. at the rate of 80 w.p.m. for 4 minutes and 15

minutes for its transcription alongwith 7 minutes for revision of shorthand immediately after dictation and English Typing test with speed of 40 words per minute.

(ii) **Interview.**

7. **Minimum Qualifying Standard** :- The minimum qualifying standard shall be :-

- (i) 40% in Objective Written Test
- (ii) 85% accuracy in English Shorthand-Typing
- (iii) 90% accuracy in English Typing
- (iv) 30% in Interview.

8. **Syllabus and Scheme of Examination** :- Written test shall consist of the following subjects:-

- i. **English Language and grammar:** Spot the Error, Fill in the Blanks, Synonyms/Homonyms, Antonyms, Spellings/Detecting mis-spelt words, Idioms & Phrases, One word substitution, Improvement of Sentences, Active/ Passive Voice of Verbs, Shuffling of Sentence parts **(30 Marks)**
- ii. **Basic Computer Science:** History of computers, Fundamentals of Computer and terminologies, Computer abbreviations, Basics of Hardware and software, Keyboard shortcuts, Operating system basics, Basic Functionalities of MS-Office (Word, Excel and Powerpoint), Internet terms and services, Networking and communication, Security Tools and Viruses **(20 Marks)**

Note :- (i) The question paper of Written Test shall be available in English language only.

(ii) There shall not be negative marking for incorrect answers in the written test.

9. **Examination Fee** :- Candidates are required to pay the fee in following manner :-

Sl. No.	Category	Amount
(i)	Unreserved/BC/EBC/EWS Candidates	₹1000.00
(ii)	SC/ST/OH Candidates	₹500.00

Note:- (a) Payment of fee shall be accepted through online mode only.

(b) Application without prescribed fee shall not be considered.

(c) Examination Fee once paid shall not be refunded. No request for refund of fee once remitted by the candidate will be entertained under any circumstances.

(d) Concession of fee shall be provided to the SC/ST/OH candidates of Bihar only.

(e) Any kind of service, processing, transaction charges or any other amount charged by the bank for online transaction will be borne by the candidates.

10. **Centre of Examination** :-

- (i) A candidate must indicate name of the City in the online Application Form in which he/ she desires to take the Examination.
- (ii) Detail about the Cities in which Examination Centres are to be allocated, is as follows :-