

4. SELECTION PROCEDURE

Eligible candidates will be required to appear in the examination as per the following scheme:

I. Preliminary Examination: Subject	Marks	Time	
Part-A	General	50	50 Minutes
Part-B	Knowledge & Current Affairs General English (50 Multiple Choice Objective Type Questions in each part)	50	

The Preliminary Examination will be a qualifying examination. Only those candidates who obtain the minimum qualifying marks in each component and aggregate in the Preliminary Examination will be called for the Main Examination. The marks secured by the candidates in the Preliminary Examination will not be counted while preparing the final selection list.

II. Main Examination: Paper	Subject	Marks	Time
I	Essay, Letter and Grammar*	100	2 hours
II	Typing test at 40 w.p.m. in English/Hindi	100	10 minutes
Total		200	

**Descriptive Type Paper: Essay (50 Marks), Letter (35 Marks) and Grammar (15 Marks)*

A candidate will be considered for appointment against the vacancies in that stream i.e. English/Hindi only in which he qualifies Paper-I (Essay, Letter and Grammar) and Paper-II (Typing Test). The candidates will have to qualify Papers-I and II in the same stream. However, the candidate qualifying the Typing Test in both English and Hindi streams, will be given preference in appointment against the vacancies in that stream in which he qualifies the Paper-I. A candidate qualifying Papers I and II in both the streams will be given preference in appointment against the vacancies in that stream in which he gets higher marks.

A candidate who is eligible for the post of Junior Clerk in both English and Hindi streams, may be permitted to write Paper-I in both the streams. However, such candidates will not be allowed any time break. After attempting the Paper in one stream and handing over the answer sheet to invigilator, they will be allowed further 02 hours time for attempting the paper in the other stream.

The answer scripts of Paper-I of only those candidates will be evaluated who qualify Paper-II (typing test) at the requisite speed of 40 w.p.m. Candidates will have to secure the minimum qualifying marks in Paper-I.

From amongst the candidates who qualify both papers I and II, selection will be made on the basis of the overall performance of the candidates in Papers-I and II, subject to the availability of vacancies.

The candidates belonging to OBC, SC and ST categories who will be availing the benefit of their category in marks obtained for qualifying the Preliminary Examination and/or Paper-I of Main Examination and/or in age, will not be entitled to occupy UR vacancy.