

SYLLABUS

POST CODE 01 - Personal Assistant

<p>Test - 1 : Objective Type written Examination (Duration 90 Minutes)</p> <p>Examination will carry 100 questions</p> <p>Note: There shall be no negative marking on wrong answer in Test-1</p>	SUBJECTS	
	(A)	Hindi
	(B)	English
	(C)	General Studies
	(D)	Mathematics
<p>Test- 2 : Hindi/English Computer Type Test</p> <p>25/30 words per minute for Hindi/English typewriting on computer.</p>		<p>25 Marks (For Hindi Typing)</p> <p>25 Marks (For English Typing)</p>
<p>Test- 3 : Hindi/English Shorthand Test</p> <p>For Hindi Personal Assistants :- 80 w.p.m. in Shorthand in Hindi and 30 w.p.m. in Typing in Hindi on computer.</p> <p>For English Personal Assistants :- 100 w.p.m. in Shorthand in English and 40 w.p.m. in Typing in English on computer</p>		50 Marks

POST CODE 02 - Class-III

<p>Test-1 Off-line Examination (Time: 90 minutes) Examination will carry 100 questions</p>	<p>SYLLABUS (Paper will consist of the following)</p>	Maximum Marks
	(A) Hindi	100
	(B) English	
	(C) General Studies	
	(D) Mathematics	
<p>Test-2 Hindi/English Computer Type Test 25 /30 w.p.m. for Hindi / English Typewriting on Computer</p>		<p>25 Marks (for Hindi Typing).</p> <p>25 Marks (for English Typing).</p>

SYLLABUS

POST CODE 03 - (Class-IV : Orderly and Peon)

<u>Written Examination</u> (Time: 90 Minutes)	SUBJECTS		Maximum Marks
Examination will carry 100 questions.	(A)	Hindi	100
	(B)	English	
	(C)	General Studies	
	(D)	Mathematics	

POST CODE 04 - Contractual ICT

Post Code	Post Name	Qualification
04	Contractual ICT Posts (IT Supporting Staff)	Candidates should have Working knowledge of UNIX/Open Source Software/Windows NT/Oracle and other RDMS packages/programming languages with the following minimum educational qualification- (a). B.E.(Computer Science or related subject) or equivalent higher qualification from a recognized University/Institution. OR (b). M.C.A. /M.Sc. (Computer Science or related subject) from recognized University/Institution. OR (c) Second Class Bachelors Degree from a recognized University with 'B' level course certificate from DOEACC/NIELIT.