

Part-VII
(See Schedule-II, item No. 22(b))

Syllabus for Screening Test, Written Test and Interview for the Post of Process Server (Direct Recruitment)

The competitive examination for filling up the post(s) of Process Server(s) (Direct Recruitment-Regular/Contract basis) shall be conducted in the manner prescribed herein below:

(A)	<p>Written test shall consist of two parts viz. Part- A and Part-B:</p> <p>Part-A (Screening Test)</p> <p>It shall be in English Language consisting of MCQ type carrying four choices for each question, out of which the correct answer shall have to be given by the candidate on OMR answer sheet by blackening the appropriate circle or any other mode as suggested in the question paper/O.M.R. sheet. Each question shall carry equal weightage of one mark. The Screening test shall be of one hour duration comprising 50 questions of 50 marks in aggregate, touching the following subjects:</p> <table border="1" style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 60%;"></td> <td style="text-align: center;">General Knowledge</td> <td style="text-align: center;">50 Marks</td> </tr> </table>			General Knowledge	50 Marks																		
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(B)	<p>Written test Maximum Marks : 40</p> <p>Time allowed: 1 hour</p> <table border="1" style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 5%;">(1)</td> <td style="width: 60%;">Essay Writing, in Hindi, on one topic out of three (250 words)</td> <td style="width: 35%; text-align: center;">25 marks</td> </tr> <tr> <td>(2)</td> <td>Application/Letter, in English, in about 100 words</td> <td style="text-align: center;">15 marks</td> </tr> </table> <p>Note: Weightage shall be given to the candidates having good and legible handwriting.</p>		(1)	Essay Writing, in Hindi, on one topic out of three (250 words)	25 marks	(2)	Application/Letter, in English, in about 100 words	15 marks															
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(C)	<p>Interview shall be of 10 Marks as follows:-</p> <table border="1" style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 5%;">(1)</td> <td style="width: 60%;">Educational Qualification</td> <td style="width: 35%; text-align: center;">3 marks</td> </tr> <tr> <td>(2)</td> <td>Experience (as Class IV or on Clerical post etc.)</td> <td style="text-align: center;">3 marks</td> </tr> <tr> <td>(3)</td> <td>Interview/Test of personality</td> <td style="text-align: center;">4 marks</td> </tr> </table>		(1)	Educational Qualification	3 marks	(2)	Experience (as Class IV or on Clerical post etc.)	3 marks	(3)	Interview/Test of personality	4 marks												
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(D)	<p>Criterion for awarding marks for Educational Qualification in the Interview</p> <table border="1" style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 5%;">(i)</td> <td style="width: 60%;">10+2 or equivalent</td> <td style="width: 35%; text-align: center;">1 mark</td> </tr> <tr> <td>(ii)</td> <td>10+2 or equivalent (First Division)</td> <td style="text-align: center;">2 marks</td> </tr> <tr> <td>(iii)</td> <td>Any Bachelor Degree or above</td> <td style="text-align: center;">3 marks</td> </tr> </table>		(i)	10+2 or equivalent	1 mark	(ii)	10+2 or equivalent (First Division)	2 marks	(iii)	Any Bachelor Degree or above	3 marks												
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(E)	<p>Criterion for awarding 3 marks for Experience.</p> <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr> <th style="text-align: center;"><u>Sl. No.</u></th> <th style="text-align: center;"><u>Experience</u></th> <th style="text-align: center;"><u>Marks to be awarded</u></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">(i)</td> <td>One year</td> <td style="text-align: center;">½ mark</td> </tr> <tr> <td style="text-align: center;">(ii)</td> <td>Two years</td> <td style="text-align: center;">1 mark</td> </tr> <tr> <td style="text-align: center;">(iii)</td> <td>Three years</td> <td style="text-align: center;">1 ½ mark</td> </tr> <tr> <td style="text-align: center;">(iv)</td> <td>Four years</td> <td style="text-align: center;">2 marks</td> </tr> <tr> <td style="text-align: center;">(v)</td> <td>Five years</td> <td style="text-align: center;">2 ½ marks</td> </tr> <tr> <td style="text-align: center;">(vi)</td> <td>Six years and above</td> <td style="text-align: center;">3 marks</td> </tr> </tbody> </table>		<u>Sl. No.</u>	<u>Experience</u>	<u>Marks to be awarded</u>	(i)	One year	½ mark	(ii)	Two years	1 mark	(iii)	Three years	1 ½ mark	(iv)	Four years	2 marks	(v)	Five years	2 ½ marks	(vi)	Six years and above	3 marks
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The final merit list shall be drawn on the basis of marks obtained in the written examination and interview.