

agency to allow such time if he / she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.

(x) **These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.**

**11. Scheme of Examination:** The examination will adjoin a Computer Based online / offline mode of exam and Skill Test for the post of Upper Division Clerk, Lower Division Clerk & Data Entry Operator.

(1) The examination will consist subject mentioned below:

| Part | Subject               | Max. Marks/ Questions | Time Duration |
|------|-----------------------|-----------------------|---------------|
| A    | General Intelligence  | 50                    | 03 Hours*     |
| B    | General Awareness     | 50                    |               |
| C    | Quantitative Aptitude | 50                    |               |
| D    | English Language      | 50                    |               |

\*Compensatory time of 1 hour will be Provided to PwD candidates, who are eligible for the same as mentioned in Para 10 above.

Questions will be Objective Type Multiple Choice, Set in both Hindi and English in respect of Parts A, B & C.

There will be negative marking of **0.25 marks** for each wrong answer.

**Note – I:** The Institute reserves the right to conduct the examination through Computer based online / offline mode. The Institute also reserves the right to introduce additional stage of examination which would be notified at suitable time if considered necessary.

**Note – II:** Any representation to key of the examination will be scrutinized with the help of experts, wherever necessary, and evaluation in that case will be done with modified answer key. The decision of the AIIMS, Jodhpur in this regard will be final and no further representation will be entertained.

(2). **Indicative Syllabus for Examination:**

**General Intelligence:** It would include questions of both verbal and non-verbal type. The test will include questions on Semantic Analogy, Symbolic operations, Symbolic/Number Analogy, Trends, Figural Analogy, Space Orientation, Semantic Classification, Venn Diagrams, Symbolic/Number Classification, Drawing inferences, Figural Classification, Punched hole/pattern-folding & unfolding, Semantic Series, Figural Pattern-folding and completion, Number Series, Embedded figures, Figural Series, Critical Thinking, Problem Solving, Emotional Intelligence, Word Building, Social Intelligence, Coding and decoding, Other sub-topics, if any Numerical operations.

**General Awareness:** Questions are designed to test the candidate's general awareness of the environment around him and its application to society. Questions are also designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspect as may be expected of an educated person. The test will also include questions relating to India and its neighboring countries especially 10 pertaining to History, Culture, Geography, Economic Scene, General policy and scientific research.

**Quantitative Aptitude:**

Number Systems: Computation of Whole Number, Decimal & Fractions, Relationship between numbers

Fundamental arithmetical operations: Percentages, Ratio and Proportion, Square roots, Averages, Interest (Simple and Compound), Profit and Loss, Discount, Partnership Business, Mixture and Allegation, Time and distance, Time and work.

Algebra: Basic algebraic identities of School Algebra and Elementary surds (simple problems) and Graphs of Linear Equations.

Geometry: Familiarity with elementary geometric figures and facts: Triangle and its various kinds of centres, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles.

Mensuration: Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square Base

Trigonometry: Trigonometry, Trigonometric ratios, Complementary angles, Height and distances (simple problems only) Standard Identities like  $\sin^2\theta + \cos^2\theta = 1$  etc.,

Statistical Charts : Use of Tables and Graphs: Histogram, Frequency polygon, Bar- diagram, Pie-chart

**English Language:** 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, Conversion into Direct/Indirect narration, Shuffling of Sentence parts, Shuffling of Sentences in a passage, Cloze Passage, Comprehension Passage.

## 12. Skill Test:

- i). The number of candidates to be called for skill test will be 10 times of the vacancies (category wise) to be filled, but in the said range all those candidates, who secure the same percentage of marks, as may be fixed by the Institute for any lower range will be admitted to the Skill test.
- ii). The skill test will be of qualifying nature. Candidates allowed to take this test, will have to qualify the test at the prescribed speed on computer, to be provided by the Institute or the agency authorized by the Institute to conduct such skill test at the Centre/ Venue so notified.
- iii). If the candidates do not indicate the medium of skill test, the Institute will consider English as the medium of skill test for such candidates.
- vi). Detailed Scheme and instructions regarding Skill Test will be notified later by the Institute.

## 13. Document Verification:

The original certificates/documents of successful candidates will be verified for which dates will be notified after declaration of result. On the basis of written test, the provisionally qualified candidates will be required to produce following original certificates/ documents along with one set of photocopy, duly self-attested viz.:

- i) Copy of Online Application Form.
- ii) Copy of Admit Card issued for Written Examination.
- iii) Certificate showing Date of Birth. (10th Certificate/ Birth Certificate).
- iv) Class 10<sup>th</sup> & 12<sup>th</sup> Marksheet and Certificates.
- v) Marksheet of Diploma/ Degree.
- vi) Diploma/ Degree.
- vii) Caste certificate if applied under SC/ST/OBC category issued by the competent authority.
- viii) The Disability Certificate, if applied under Person with Benchmark Disability (PwD) category.
- ix) 'No Objection Certificate' if in regular employment in Government/Semi Government/PSU Institution.
- x) Experience Certificate, if any.
- xi) Identity Proof (PAN Card, Passport, Driving License, Voter Card, Aadhar Card and Government Approved Identity Proof)
- xii) Address Proof (Aadhar Card, Passport, Ration Card, Driving License and Government Approved Address Proof)
- xiii) Any other relevant documents.

## 14. Mode of Selection:

- i. SC, ST, OBC, Ex-Servicemen and PwD candidates, who are selected on their own merit without relaxed standards, along with candidates belonging to other communities, will not be adjusted against the reserved share of vacancies. Such candidates will be accommodated against the general/unreserved vacancies in the post as per their position in the overall Merit List or vacancies earmarked for their category, whichever is advantageous to them. The reserved vacancies will be filled up separately from amongst the eligible SC, ST, OBC, Ex-Servicemen and PwD candidates who are lower in merit than