

specified, the CGPA/OGPA/GPA will be multiplied by a factor 10 and the sum will be subtracted by 5.

E. Selection Procedure: The candidates will have to appear in the written test to be notified in due course. The written test for all the posts mentioned above may be conducted on the same date. The written test shall contain 1 (one) paper of 100 marks as indicated below. The candidates selected through written test will be called for Document Verification for the post of **AAO (Assistant Accounts Officer), Office cum Field Assistant** and Document verification / Physical Efficiency Test for the post of Sahayak. The final selection list will be prepared based on the marks obtained in the written test only. No TA or DA will be admissible for the journey in connection with written test/ Physical Efficiency Test. The decision of the Selection Board/ Committee for the eligibility or otherwise of a candidate for admissible in the written test shall be final. Inclusion of a candidate's name in the final selection list will not confer him/her the right for appointment, unless the appointing authority is satisfied that the candidate is suitable for appointment in all respects.

Candidates for the post of Sahayak who fails to qualify in the Physical Efficiency Test, will not be considered for final appointment.

In case of Light Vehicle Driver the candidates have to appear for a practical test in addition to a written examination which would be notified in due course.

F. Syllabus:

Sl. No.	Name of the Post	Syllabus	Marks	Question Pattern	Time
1	AAO (Assistant Accounts Officer)	Part-A: General English, General Knowledge, General Aptitude, Basic Computer knowledge & General Mathematics of Class-X standard.	50	Objective type with Multiple Choices	2 Hours
		Part-B: Accountancy/Statistics/Mathematics of degree level.	50		
2	Office cum Field Assistant	General English, General Knowledge, General Aptitude, Basic Computer knowledge & General Mathematics of Class-X standard.	100		
3	Light Vehicle Driver	Part-A: General English, General Knowledge, General Aptitude, General Mathematics of Class-X standard.	50		
		Part-B: Matters related to driving.	50		
4	Sahayak	Part-A: General English, General Knowledge, General Aptitude & General Mathematics of Class-X standard.	50		
		Part-B: Core ITI Subjects/ trades (Electrician/Wireman/Welder/Fitter/Machinist)	50		

- The questions will be of Objective type with multiple choices.
- Each question will carry 1 (one) mark for correct answer.
- There will be negative marking of 0.25 (one fourth) marks for wrong answer against each question.
- Calculator, Mobile phone and any other electronic gadgets will not be allowed inside the examination hall.