

Selection Criteria, Procedure & Phases of Recruitment

Section – 1: Criteria for Selection

1.1 : Distribution of Marks :

The Merit Points of the candidate will be calculated on the basis of the aggregate marks obtained as per following distribution:

Distribution of Total Marks of Merit out of 100:

Detail of Phases	Total Marks
Type Test (on Computer only) (Phase-I)	30
Computer Appreciation & Application Test (Phase-II)	20
Aptitude Test (Phase-III)	30
Academic Qualification(Physically Original Document Verification) (Phase-IV)	20
Aggregate Marks	100

Selection Procedure:

Final Selection will be based on the total aggregate marks/Merit of the candidate out of 100 will be calculated as per Criteria of Selection of 4 phases (i.e. Marks obtained in Type test on Computer in Phase - I) + (Marks obtained in test of Computer Appreciation & Application test in Phase-II) + (Marks obtained in Aptitude test in Phase-III) + Marks on the basis of Academic Qualification(after Physically verification of original documents) in Phase-IV). All marks/percentage/merits points will be computed with the precision of three digits after decimal without any rounding. Final selection will be made on the basis of merit list prepared on the basis of aggregate marks obtained by the candidates out of 100.

However, as PWD(Persons with Disabilities) candidates with the following disabilities only have been exempted from qualifying the Computer Appreciation & Application and Typing Test :

Amputation of hand (Left and Right), Amputation of upper limbs, Paralysis of Radial Nerve (Redial Nerve Palsy) either upper limbs, Declination Degenerative disorder effecting the nervous system which may cause paralysis and atrophy of the hand and its muscles and Visually Handicapped.

The total merit of the PWD candidates with above disabilities only will be calculated on the basis of aggregate marks obtained in the Aptitude Test and Academic Qualifications as defined against point as **per criteria specified in Section – 1.5 and 1.6 respectively** and their merit will be prepared only against PWD posts.

The Graduation Certificate issued by the Government to the Ex-Servicemen does not contain any percentage. For such Ex-Servicemen candidates criteria of calculating of marks at the Graduation level will be 35%.

Detail of Phases for Selection:		
Sr. No.	No. of Phase	Detail of Phase
1	Phase-I (As per criteria specified in Section – 1.3.)	It will consist of type test in English on Computer only. The candidate has to qualify the type test as per criteria specified in Section – 1.3 to appear in Phase – II
2	Phase-II (As per criteria specified in Section – 1.4.)	It will consist of test of Computer Appreciation & Application. The candidate has to qualify the Computer Appreciation & Application Test as per criteria specified in Section – 1.4.
3	Phase-III (As per criteria specified in Section – 1.5.)	It will consist of Aptitude test The candidate has to qualify the Aptitude test as per criteria specified in Section – 1.5. (The candidate who will qualify Phase-II and Phase-III will appear in Phase-IV)
4	Phase-IV (As per criteria specified in Section – 1.6.)	The candidate has to appear for the physical verification of the required Original Educational/Castes certificates/testimonials as per criteria specified in Section – 1.6. (Final Merit list of only those candidates will be prepared who will physically appear in Phase-IV and if their original educational/Caste certificates/NOC from present employer, as applicable documents are found in order).

1.2 : Tie-Breaking Criterion

In the event of two or more candidates obtaining same aggregate marks, the tie-breaking criterion for awarding the ranks will be as follows:

- (a) Candidate with higher marks in Type test will be given preference.
- (b) If tie still persists, it will be resolved on the basis of marks obtained in Computer Appreciation & Application Test. Candidate with higher marks in Computer Appreciation & Application Test will be given preference.
- (c) If tie still persists, it will be resolved on the basis of marks obtained in Aptitude test. Candidate with higher marks in aptitude test will be given preference.
- (d) If tie still persists, senior in age will be given preference.

1.3 : PHASE- I	Type Test in English (On Computer Only) :
Time: 10 Minutes	Max. Marks: 30

Candidate will be provided with a passage comprising of 600 words in English. The required qualifying speed on Computer for typing test is 30 Words Per Minute (WPM). The duration of test will be TEN (10) minutes.

Formula of Calculation of Marks in type Test (Phase-I)

Marks in Type Test(Phase-I) out of 30 = (Words Per Minute minus 30) = (WPM - 30)

Note:

- (i) The transcripts of those candidates comprising of less than 300 words will not be evaluated.**
- (ii) Marks will not be given whose speed will be less than 30WPM, they will be declared as 'Not Qualified'**

1.4 : PHASE- II	Computer Appreciation & Application Test	
Time: 40 minutes	Max. Marks: 20	Pass Marks: 08
Syllabus of Computer Appreciation & Application Test: Introduction to Computer & Windows, Word Processing, Spreadsheet, Power Point, Internet Browsing and Email Management. (Detailed Syllabus attached page 12 to 17.)		
<p>The Question Paper of Computer Appreciation & Application Test will consist of 40 Multiple Choice Questions. For each question, four suggested answers are given out of which one is correct and remaining three are incorrect. Candidate has to choose one correct answer to each question. In any case, for each question candidate has to select only one answer. If candidate select more than one answer, the response will be considered wrong. For every correct answer, candidate will be awarded 0.5 mark. There will be penalty for wrong answers marked in the Objective Tests. For each question for which a wrong answer has been given by the candidate, one fourth of the marks assigned to that question (i.e. 0.125), will be deducted. If a question is left blank, i.e. no answer is marked by the candidate, there will be no penalty for that question and 0 mark will be awarded to that question.</p>		

1.5 : PHASE- III	Aptitude Test		
Time: 60 minutes	Max. Marks: 30	Pass Marks: 12	
Structure of the Aptitude Test is as under:			
SN	Sections	No. of Questions	Marks
1.	General English	20	10
2.	Numerical Ability	20	10
3.	Reasoning Ability	20	10
└──	Total	60	30
<p>The Question Paper of the Aptitude Test will consists of 60 Multiple Choice Questions. For each question, four suggested answers are given out of which one is correct and remaining three are incorrect. Candidate has to choose one correct answer to each question. In any case, for each question candidate has to select only one answer. If candidate select more than one answer, the response will be considered wrong. For every correct answer candidate will be awarded 0.5 mark. There will be penalty for wrong answers marked in the Objective Tests. For each question for which a wrong answer has been given by the candidate, one fourth of the mark assigned to that question (i.e. 0.125), will be deducted. If a question is left blank, i.e. no answer is marked by the candidate, there will be no penalty for that question and 0 mark will be awarded to that question.</p>			

1.6 : PHASE- IV	Academic Qualification (Physically Original Document Verification)	
	Max. Marks: 20	

- The candidates are compulsory required to appear physically in Phase IV for Original Document verification of Educational/ castes/No objection certificates who are already in service.
- The Graduation Certificate issued by the Army/Navy/Air Force to the Ex-Servicemen does not contain any percentage. For such Ex-Servicemen candidates criteria of calculating of marks at the Graduation level will be 35%.

Formula of Calculation of Marks in Academic Qualification (Phase-IV)
Marks in Academic Qualification out of 20 = (% of marks at Graduation Level X 0.2)

- **The Candidates will have to bring following Original Documents with them along with two sets of self attested photocopies of each document:**

- I. Two sets of Printed copy of online filled application form along with photograph(uploaded with the application Form), identity proof i.e. Identity Card/Driving license/Passport/Voter Card/PAN Card/Aadhar Card etc.
- II. Matric Certificate
- III. 10+2 certificate OR Three year diploma Certificate(each semester/year of DMC)
- IV. Graduation Certificate:
 - In case of annual system Ist , IInd, III year DMCs & Degree
 - In case of semester system 1st to 6th semester DMCs, consolidated DMCs & Degree
 - In case of B.Tech. 1st to 8th semester DMCs, consolidated DMCs & Degree
 - In case ESM candidate, then Graduate Certificate issued by Army/Navy/Air Force.
- V. Certificate of Reserved Category of Haryana Government:
(In case of SC/ BCA/BCB/EWS/ESP/PWD/ESM/DESM/DFP)
- VI. If already in Service, No Objection Certificate (issued from present employer of the Candidate).
- VII. Certificate of 10th with one of the subject as Hindi/Sanskrit OR certificate of 10+2/graduation/post graduation with Hindi as one of the subject.

Note:

1. The candidates who will not appear in the Phase-IV and after appearing if they fail to produce Original Document, they will be disqualified from the Selection Process.
2. All the educational qualifications should be from a University/Institution/Board recognized by Govt. of India/State Govt./approved by Govt. Regulatory Bodies and the final result should have been declared on or before last date of submission of application form. The candidates who are able to prove any documentary evidence that the result of the qualifying examination was declared on or before the last date of submission of application form and he/she has been declared passed, will also be considered to have the required educational qualifications.
3. Backward Class Block (A & B) candidates claiming benefit of reservation have to submit a certificate issued by the competent authority of Haryana not older than before six months of the last date of application or must be issued before the date of Original document verification in Phase-IV mentioning therein that he/she is not covered under the criteria of creamy layer as per State Govt. instructions.
4. Wherever CGPA/OGPA or grading system in a degree/diploma is awarded; equivalent percentage of marks should be indicated in the application form as per norms adopted by the University/Institute concerned. The candidates will have to produce a copy of these norms with respect to his/her University/institute at the time of verification of documents in Phase-IV of Selection.

Detailed SYLLABUS of Computer Appreciation and Application Test
(As per criteria specified in Section – 1.4., PHASE- II)

1.0 Introduction to Computer

- 1.1 Introduction
- 1.2 Objective
- 1.3 What is Computer
 - 1.3.1 Advantage/Disadvantage of Computer
 - 1.3.2 History of Computer
 - 1.3.3 Generation of Computer
 - 1.3.4 Basic applications of computer
 - 1.3.5 Entertainment
 - 1.3.6 E-governance
- 1.4 Components of Computer System
 - 1.4.1 Central Processing Unit (CPU)
 - 1.4.2 VDU
 - 1.4.3 Keyboard and Mouse
 - 1.4.4 Other input/output Devices
 - 1.4.5 Computer Organization
 - 1.4.6 Computer Memory Primary & Secondary, Ram & Rom, units of memory
- 1.5 Introduction to Computer Peripherals
 - 1.5.1 Connecting keyboard, mouse, monitor and printer to CPU
 - 1.5.2 Use of Mouse
 - 1.5.3 Working with left Mouse button
 - 1.5.4 Working with right Mouse Button
 - 1.5.5 Checking Power Supply
- 1.6 Concept of Hardware and Software
 - 1.6.1 Hardware
 - 1.6.2 Software
 - 1.6.2.1 Application software
 - 1.6.2.2 Systems software
- 1.7 Classifications of Computers
 - 1.7.1 Representation of data/information concepts of data processing
 - 1.7.2 Data and Information
 - 1.7.3 Storage of Data/Information as files
- 2 Introduction to Windows**
- 2.1 Introduction
- 2.2 Objective
 - 2.3 Operating System
 - 2.3.1 What is Operating System
 - 2.3.2 Types of Operating System
- 2.4 Operating System and Basics of Windows
 - 2.4.1 User Interface

- 2.4.2 Using Mouse and Moving Icons on the screen
- 2.4.3 My Computer
- 2.4.4 Starting an application using start button, minimize, maximize, restore and closing of window
- 2.4.5 Taskbar
- 2.4.6 Status bar
- 2.4.7 Recycle Bin
- 2.5 Start Button and Menu selection etc.
 - 2.5.1 Running an Application
 - 2.5.2 Windows Explorer
 - 2.5.3 Creating, deleting and Renaming of files and folders
 - 2.5.4 Opening and closing of different Windows etc.
- 2.6 Windows Setting
 - 2.6.1 Control Panels
 - 2.6.2 Wall Papers and Screen Savers
 - 2.6.3 Setting the date and Sound etc.
 - 2.6.4 Using Help
 - 2.6.5 Display Properties
- 2.7 Advanced Windows
 - 2.7.1 Using Right Mouse Button
 - 2.7.2 Creating short cuts
 - 2.7.3 Basics of window set up
 - 2.7.4 Notepad
 - 2.7.5 Window Accessories
- 2.8 Using Multimedia
 - 2.8.1 Playing CD's/DVD's
 - 2.8.2 Using Media Player
 - 2.8.3 Sound Recorder
- 3 Word Processing**
 - 3.1 Introduction
 - 3.2 Objectives
 - 3.3 Word Processing Basics
 - 3.3.1 Opening Word Processing Package
 - 3.3.2 Menu Bar
 - 3.3.3 Toolbar
 - 3.3.4 Using Help
 - 3.3.5 Using Icons below Menu Bar
 - 3.4 Opening Documents and Closing Documents
 - 3.4.1 Opening Documents
 - 3.4.2 Save and Save as
 - 3.4.3 Page Setup
 - 3.4.4 Print Preview
 - 3.4.5 Printing of Documents & Other Properties
 - 3.5 Display/Hiding of Paragraph Marks

- 3.5.1 Moving Around in a Document
- 3.5.2 Scrolling the Documents, Scrolling by line/paragraph
- 3.5.3 Fast Scrolling and Moving Pages
- 3.5.4 Using a Document/Help Wizard
- 3.6 Text Creation and editing
 - 3.6.1 Creating a document
 - 3.6.2 Selecting & Moving text
 - 3.6.3 Spell checking
 - 3.6.4 Text Selection
 - 3.6.5 Editing with cut, copy & paste
 - 3.6.6 Undo & Redo
 - 3.6.7 Find and Replace
 - 3.6.8 Thesaurus
 - 3.6.9 Paragraph and Tab Setting
- 3.7 Formatting the text
 - 3.7.1 Font and Size selection
 - 3.7.2 Bold, Italic, and Underline
 - 3.7.3 Alignment of Text, Center, Left, Right and justify etc.
 - 3.7.4 Bullet and Numbering
 - 3.7.5 Border and Shading, Change Case
 - 3.7.6 Working with tabs, indents & spacing
 - 3.7.7 Formatting paragraphs, using columns
- 3.8 Table Manipulation
 - 3.8.1 Concept of table, Rows, Columns and Cells
 - 3.8.2 Draw Table
 - 3.8.3 Changing cell Width and Height
 - 3.8.4 Alignment of Text in Cell
 - 3.8.5 Copying of cell
 - 3.8.6 Delete/insertion of row and columns
 - 3.8.7 Borders for table
 - 3.8.8 Deleting a table
 - 3.8.9 Splitting and merging cells
 - 3.8.10 Converting table to text
 - 3.8.11 Setting table properties
- 3.9 Mail Merge
- 3.10 Printing
 - 3.10.1 Print Preview
 - 3.10.2 Print a selected page, etc.
 - 3.10.3 Paper Orientation
 - 3.10.4 Paper setting/ margin
- 4 Spread-Sheet**
 - 4.1 Introduction
 - 4.2 Objectives
 - 4.3 Elements of Electronics Spread Sheet

- 4.3.1 Application/usage of Electronic Spread Sheet
- 4.3.2 Opening of Spread Sheet
- 4.3.3 Menu bar
- 4.3.4 Saving Workbook
- 4.3.5 Creation of cell and addressing of cells
- 4.3.6 Inserting new rows & columns, worksheets
- 4.3.7 Editing rows/columns height & width
- 4.3.8 Renaming, deleting and moving a worksheet
- 4.4 Manipulation of Cells
 - 4.4.1 Cell addressing
 - 4.4.2 Enter texts
 - 4.4.3 Numbers and Dates
 - 4.4.4 Cell Height and Width
 - 4.4.5 Copying of cells etc.
- 4.5 Formulas
 - 4.5.1 Using Formulas
 - 4.5.2 Using basic functions & formulas a cell
 - 4.5.3 Sum function
 - 4.5.4 Average
 - 4.5.5 Percentage, other functions
- 4.6 Function
 - 4.6.1 Data sorting
 - 4.6.2 Using Subtotals
 - 4.6.3 Applying filters
- 4.7 Chart
 - 4.7.1 Inserting Chart
 - 4.7.2 Formatting chart
- 4.8 Spread sheet for small accountings
 - 4.8.1 Maintaining invoices/budgets
 - 4.8.2 Totaling of various transactions
 - 4.8.3 Maintaining daily & monthly sales report
- 5. Power Point**
 - 5.0 Introduction to power Point, what is Power Point, starting Power Point, creating and opening a presentation,
 - 5.1 Power Point views, moving between slides, saving/ closing a presentation, exiting Power Point.
 - 5.2 Creating a new presentation using the auto content wizard and slide layout. Creating a new presentation using different layouts
 - 5.3 Customizing Presentation: Changing the text formats, adding bullets, aligning text.
 - 5.4 Formatting slides: Using color schemes, background color and designs, adding picture/ graphics on slide
 - 5.5 Adding Head and Footer, changing slide layouts.
 - 5.6 Adding charts of different types of slide, organization chart slide show,

- 5.7 Using slide transition: giving timing, sound and adding animations to slides and using preset animations
- 5.8 Using Drawing Toolbar
- 5.9 Slide Master View
- 5.10 Using custom animation: Animating pictures and Text with sound effects
- 5.11 Using page setup and printing

6. Internet

- 6.0 Introduction
- 6.1 Objectives
- 6.2 Basic of computer networks
 - 6.2.1 Local Area Network (LAN)
 - 6.2.2 Wide Area Network (WAN)
- 6.3 Internet
 - 6.3.1 Concept of Internet
 - 6.3.2 Application of internet
 - 6.3.3 Advantages of internet
 - 6.3.4 Connecting internet
- 6.4 Internet service providers (ISP)
 - 6.4.1 Internet Access
 - 6.4.2 Broad Band
 - 6.4.3 Dial Up
 - 6.4.4 Wi-Fi
 - 6.4.5 Troubleshooting

7. WWW and Web Browsers

- 7.0 Introduction
- 7.1 Objectives
- 7.2 World Wide Web (WWW)
- 7.3 Web Browser
 - 7.3.1 Internet Explorer
 - 7.3.2 Netscape Communicator
- 7.4 Search Engine and Surfing the Internet
 - 7.4.1 URL Address
 - 7.4.2 Searching over the Web
 - 7.4.3 Moving Around in a web-site
 - 7.4.4 Printing and saving web pages
 - 7.4.5 Uploading and Downloading
 - 7.4.6 Chatting

8. Introduction to E-mail

- 8.0 Introduction
- 8.1 Objectives
- 8.2 Basic of Electronic Mail
- 8.3 Creating new e-mail account
- 8.4 What is an Electronic mail
 - 8.4.1 Email addressing

- 8.4.2 Mailbox: Inbox and outbox
- 8.5 Sending & Checking mails
 - 8.5.1 Creating an E-mail
 - 8.5.2 Viewing an E-mail
 - 8.5.3 Sending an E-mail
 - 8.5.4 Replying to an E-mail message
 - 8.5.5 Forwarding an E-mail message
 - 8.5.6 Sorting and searching emails
 - 8.5.7 Saving mails
 - 8.5.8 Sending same mail to various users etc.
- 8.6 Documents Handling
 - 8.6.1 Sending soft copy as attachment
 - 8.6.2 Sending a portion of document as email
 - Visiting various sites