

#### **4. SCHEME OF EXAMINATION:-**

##### **(FOR THE POSTS OF JUNIOR CLERK-CUM-COPYIST)**

	<b>Subject</b>	<b>Marks</b>	<b>Duration of test.</b>
Part-I	English	100	2 hours
	Arithmetic	100	2 hour
	General Knowledge	100	1 hour
Part-II	Computer Science Test (Practical)	100	1 hour
Part-III	Viva-Voce test	45	--

##### **(FOR THE POSTS OF JUNIOR TYPISTS and STENOGRAPHERS GRADE- III)**

	<b>Subject</b>	<b>Marks</b>	<b>Duration of test</b>
Part-1	English (Qualifying in nature)	100	2 hours
	Shorthand & Type test (for stenographers Gr-III)	50	15 minutes (5 minutes for taking dictation in shorthand and 10 minutes for Typing)
	Type writing test (for Typists)	50	10 minutes
Part-II	Computer Science Test (Practical)	100	1 hour
	Viva-voce test	35	

Only Successful candidates in the Part-I examinations shall be called for the test of Computer Science (Practical) and the candidates qualified in the said practical test shall be eligible for Viva-Voce test.

The candidates who would appear for the Type Test shall bring their own Type-Writer Machine.

No travelling allowance is admissible to the candidate.

Date of examination shall be intimated to the eligible candidates in due time.

#### **5. SYLLABUS FOR EACH SUBJECT OF THE WRITTEN TEST SHALL BE AS FOLLOWS:-**

##### **(i) English**

- (a) An essay to be written in English.
- (b) A letter or application to be written in English
- (c) An Odia passage is to be translated into English

(d) An English passage is to be translated into Odia

(e) Summary of one English passage.

**(ii) Arithmetic**

Vulgar fractions and Decimals, HCF & LCM, Simple and compound interest, simple and compound practice, percentages, profits and loss, mixtures, partnership, average, Rates and Taxes, insurance, square and cubic measures, Problems on time, work and on time and distance.

**(iii) General Knowledge**

Knowledge of current events and such other matters of every day observations and experience as may be expected from an educated person.

**(iv) Computer Science Test**

To test the proficiency of the candidate relating to matters like 'test formatting of the paragraph, insertion of table, skill to print and save, file transfer, web site searching /browsing and downloading e-mail, use of pen-drive and other software etc. and programmes of accounting.

**(v) Viva-voce Test**

To test and assess the suitability of a candidate for the post with particular reference to the candidates, alertness, general outlook and potential qualities.

**6. LIST OF DOCUMENTS TO BE SUBMITTED CHRONOLOGICALLY ALONGWITH THE APPLICATION:-**

- (a)** Copy of self-attested H.S.C. Examination Certificate or any equivalent certificate in support of date of birth.
- (b)** Copy of self-attested +2 Examination Certificate conducted by the Council Constituted under Section-3 of the Orissa Higher Secondary Education Act, 1982, or equivalent examination of recognized Council, Board or University, as the case may be.
- (c)** Copy of self-attested certificate showing to have passed at least Diploma in Computer Application issued by a govt. recognized Institute.
- (d)** Copy of self-attested mark sheet of the H.S.C. Examination or any equivalent examination.
- (e)** Copy of self-attested mark sheet of the +2 Examination or any equivalent examination.