

## APPENDIX - I

### Scheme and Subjects for the Examination

Papers	Subjects	Maximum Marks	Time
<b>WRITTEN TEST</b>			
Paper-I	Language Test (English & Odia)	100	2 hours
Paper-II	General Knowledge (Objective)	100	1 hour
Paper-III	Mathematics (Objective)	100	3 hours
	Basic Computer Skills (Objective)	100	
	<b>TOTAL</b>	<b>400</b>	
<b>PRACTICAL SKILL TEST</b>			
	Basic Computer Skills	50	1 hour

- NOTE : (i) The standard of examination shall be equivalent to that of Higher Secondary Examination.
- (ii). Those who will qualify the written test shall be called for the practical skill test.
- (iii). The practical skill test shall be of qualifying nature.
- (iv). There will be negative marking in Paper-II & III (objective type) for wrong answers i.e. @25% of the allotted mark to a particular question.

## SYLLABUS

### 1. Language Test (English and Odia).

#### A. English Language Test :-

(50 Marks)

#### (A.a) GRAMMAR : (20 Marks)

(A.a.i) Verbs: Tenses, Modal, Active and Passive voice, Subject-verb concord, non-finite verb forms (infinitives and participles).

(A.a.ii) Sentence Structure : Connectors, Types of sentences, Types of Phrases and Clause, Direct & Indirect speech, Comparison.

(A.a.iii) Other Areas : Determiners, Pronouns, Prepositions

**(A.b) COMPREHENSION.**

**(10 marks)**

Unseen passage (400-450 words in length) with a variety of comprehension questions including vocabulary.

**(c) WRITING**

**(20 marks)**

- (i) Essay writing on familiar topics (within 250 words) (10 marks)
- (ii) Letter Writing (Personal letter, applications, Business and Official) (within 150 words). (10 marks)

**B. Odia Language Test :**

**(50 Marks)**

**(B.a) Grammar**

**(20 marks)**

- (1) Transformation of sentences (02 marks)
- a. Affirmative, Negative, Interrogative, Exclamatory
- b. Simple, Compound, Complex
- (2) Transformation of words (noun to adjective and adjective to noun) (02 marks)
- (3) Sandhi (02 marks)
- (4) Samasa (03 marks)
- (5) Antonyms and Synonyms (02 marks)
- (6) Correction of common errors in words (03 marks)
- (7) Idioms and Phrases (02 marks)
- (8) Taddhita and Krudanta (02 marks)
- (9) Punctuation marks (02 marks)

**(B.b) Composition .**

**(20 marks)**

- (1) Essay writing on familiar topics and personality (within 250 words) (10 marks)
- (2) Letter Writing (Personal letter, applications, Business and Official) (within 150 words) (05 marks)
- (3) Translation (One English passage of around 100 words to be translated into Odia). (05 marks)

**(B.c) Comprehension of an unseen passage**  
(Five short questions to be asked)

**((5 x 2) = 10 marks)**

2. **General Knowledge :-** In this category, there should be a series (100 Marks)  
of questions of different categories like –

- (a) Matching Historical events with dates, personalities and places,
- (b) Geographical facts with places,
- (c) States, Countries and Institutions with headquarters.
- (d) Books and authors,
- (e) Scientific facts and discoveries with dates, persons and uses,
- (f) Current events with places and personalities, and
- (g) Matching questions of miscellaneous type.

3. **Mathematics :-** (100 marks)

- (i) Fractions and Decimals,
- (ii) Percentage
- (iii) Average,
- (iv) Simple Interest and Compound Interest,
- (v) Rates and Taxes, Insurance,
- (vi) Profit, Loss and Discount,
- (vii) Mixtures
- (viii) Partnership,
- (ix) Problems on Time and Work,
- (x) Problems on Time and Distance
- (xi) Ratio and Proportion
- (xii) Statistics.

Under this, there will be a series of question in practical Mathematics required for day-to-day use. The questions would be such as to test candidate's ability to work out with quickness and accuracy.

4. **Basic Computer Skills :-** (100 marks)

- a. MS Windows : Introduction of Windows,
- b. MS Office : MS Word, MS Power Point, MS Excel & MS Access.

**5. Practical Skill Test : Topics for practical test – (50 Marks)**

**I. WINDOWS operating system.**

To test some of the following basic system operations on file/folder(s):

- Create, Rename, Copy/Cut/Paste, Delete.
- Using Clipboard.

**II. MS Word.**

A Paragraph in MS Word incorporating some of the tools given below to be tested during the examination.

- Editing and Formatting test and paragraph.
- Page and Paragraph Setup.
- Inserting pictures and Word Art.

**III. MS Power Point.**

A Power Point presentation with 2/3 slides using some of the tools given below to be tested during the examination:

- Editing and formatting slides.

**IV. MS Excel.**

A problem in spreadsheet related to some of the tools given below to be tested during the examination:

- Formatting Cells and data.
- Functions & Formulae (Relative, absolute and Mixed reference)

**V. MS Access.**

A problem in MS Access related to some of the tools given below to be tested during the examination:

- Creating and entering data into a database.
- Setting the primary key.

\*Printouts of the document(s) should be attached with the answer sheet.\*

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