

APPENDIX - I

Scheme and Subjects for the Examination

Papers	Subjects	Maximum Marks	Time
WRITTEN TEST			
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	
	TOTAL	400	
PRACTICAL SKILL TEST			
	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) READING: (10 marks)

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

(A.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 (02 marks)
(noun to adjective and adjective to noun)
- (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 (10 marks)
(within 250 words)
- (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 ((5 x 2) = 10 marks)
(Five short questions to be asked)

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

- (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 practicaltest – **(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 text 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."
