

**ANNEXURE – II**

**DETAILS ABOUT THE SCREENING & SELECTION PROCESS BY THE INSTITUTE**

**1. Broad Scheme:**

Sl. No.	Name of the Post	Grp	Pay Level	Initial Shortlisting Process			Selection Process		
				Career Evaluation	Experience and/or Desirable Criteria	Screening Test by NTA**	Theory Test	Practical Test	Personal Interview
1	Superintendent	B	6	40	--	60	50	50	--
2	Technician	C	2	40	--	60	50	50	--
3	Senior Technician	C	4	40	--	60	50	50	--
4	Junior Assistant	C	2	40	--	60	50	50	--
5	Senior Assistant	C	4	40	--	60	50	50	--
6	Multi-Tasking Staff	C	1	40	--	60	50	50	--

\*\* Total score in the Screening Test by NTA will be proportionated to 60 (e.g., if a candidate scores 80 out of maximum score of 100 in the NTA exam, his/her points for shortlisting by the Institute as per above table will be  $80/100 \times 60 = 48$ )

**2. Scheme of evaluation of Career:**

Sl. No.	Name of the Post	Grp	Pay Level	Eligibility Category	X	ITI	Dip.	XII	UG/ADC^	PG	Total Marks
10	Technician	C	2	Diploma	20	--	20	--	--	--	40
				B.Sc.	10	--	--	10	20	--	40
				ADC	10	--	10		20^	--	40
				ITI	20	20	--	--	--	--	40
11	Senior Technician	C	4	Diploma	20	--	20	--	--	--	40
				B.Sc.	10	--	--	10	20	--	40
				ADC	10	--	10		20^	--	40
				ITI	20	20	--	--	--	--	40
16	Junior Assistant	C	2	All	20	--	--	20	--	40	
17	Senior Assistant	C	4	All	10	--	--	10	20	--	40
19	Superintendent	B	6	UG	10	--	--	10	20	--	40
				PG	05	--	--	05	10	20	40
21	Multi-Tasking Staff	C	1	ITI	20	20	--	--	--	--	40
				10+2/XII	20	--	--	20	--	--	40

^ Indicates for ADC

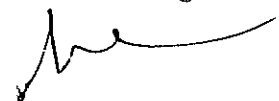
**ANNEXURE – III**

**DETAILS ABOUT THE SELECTION PROCESS BY THE INSTITUTE**

Selection process for all the posts will have two parts, viz. (a) Written Test, and (b) Trade Test. Candidates shortlisted in the Screening Process will have to appear both parts. Final selection will be made based on total score of both the parts.

**1. Scheme of Written Test**

Sl. No.	Name of the Post	Pay Level	Max. Marks	Type & Number of Questions	Broad Area of Questions	Time Allowed
1	Superintendent	6	50	Subjective (40) & Objective (10)	Eight subjective questions on the following topics (8x5=40): 1. Govt. Accounts Format 2. General Financial Rules 3. Income Tax/GST 4. CCS Rules related to Pay/Leave/LTC/CCA/Pension Twenty Word Test (20x0.5=10): 1. English to Hindi Words - 10 2. Hindi to English Words - 10	120 minutes
2	Technician	2	50	MCQ-50	Any one Trade Subject* depending upon Eligibility Criteria	60 minutes
3	Senior Technician	4	50	MCQ-50	Any one Trade Subject* depending upon Eligibility Criteria	60 minutes
4	Junior Assistant	2	50	Typing Test in Computer	1. Typing Test in English @ 35 WPM for about 1050 words. 2. Typing Test in Hindi @ 20 WPM for about 200 words. 3. Formatting of the above typed content as directed. <b>OR</b> 1. Typing Test in Hindi @ 30 WPM for about 900 words. 2. Typing Test in English @ 25 WPM for about 250 words. 3. Formatting of the above typed content as directed.	45 minutes



Sl. No.	Name of the Post	Pay Level	Max. Marks	Type & Number of Questions	Broad Area of Questions	Time Allowed
5	Senior Assistant	4	50	Subjective (40) & Objective (10)	Eight subjective questions on the following topics (8x5=40): 1. CCS Rules related to Pay/Leave/LTC/CCA/Pension 2. General Financial Rules 3. NPS/EPF/ESIC Scheme 4. Right to Information Act Twenty Word Test (20x0.5=10): 5. English to Hindi Words - 10 6. Hindi to English Words - 10	120 minutes
6	Multi-Tasking Staff	1	50	Subjective (bilingual)	1. Application Writing – 15 2. Paragraph Writing – 15 3. Comprehension – 20	60 minutes

\* Details of the Trade Subjects including syllabus will be notified separately for Technician and Senior Technician.

## 2. Scheme of Trade Test

Sl. No.	Name of the Post	Pay Level	Max. Marks	Type & Number of Questions	Broad Area of Questions	Time Allowed
1	Superintendent	6	50	Computer Application	1. Accounting Software (Tally) [30 marks]. 2. Application of MS Excel [10 marks]. 3. Precis Writing in English [5 marks]. 4. Precis Writing in Hindi [5 marks].	90 minutes
2	Technician	2	50	Hands on Practical & Computer	1. Laboratory/Workshop set-up and/or experiment related to any one Trade Subject* depending upon Eligibility Criteria (40 marks) 2. Computer Application in MS Word/Excel (10 marks)	90 minutes
3	Senior Technician	4	50	Hands on Practical & Computer	1. Laboratory/Workshop set-up and/or experiment related to any one Trade Subject* depending upon Eligibility Criteria (40 marks) 2. Computer Application in MS Word/Excel (10 marks)	90 minutes

Sl. No.	Name of the Post	Pay Level	Max. Marks	Type & Number of Questions	Broad Area of Questions	Time Allowed
4	Junior Assistant	2	50	Computer Application	<ol style="list-style-type: none"> <li>1. Preparation and formatting of a letter in English.</li> <li>2. Preparation and formatting of a letter in Hindi.</li> <li>3. Application of Mail Merge.</li> <li>4. Application of MS Excel.</li> <li>5. Designing of Google Forms.</li> </ol>	90 minutes
5	Senior Assistant	4	50	Computer Application	<ol style="list-style-type: none"> <li>1. Preparation and formatting of a letter in English.</li> <li>2. Preparation and formatting of a letter in Hindi.</li> <li>3. Note Sheet writing in English/Hindi.</li> <li>4. Preparation of Office Order in English/Hindi.</li> <li>5. Preparation of Circular in English/Hindi.</li> <li>6. Application of MS Excel.</li> </ol>	120 minutes
6	Multi-Tasking Staff	1	50	Computer Application	Reproduction of a given content (Circular/Letter/Report) in English/Hindi by typing and formatting as directed.	60 minutes

\* Details of the Trade Subjects including syllabus will be notified separately for Technician and Senior Technician.

**APPENDIX - 1**

**SCHEME OF THE SCREENING TEST BY NTA**

[Attached as Separate Document]

**APPENDIX - 2**

**SYLLABUS OF THE SCREENING TEST BY NTA**

[Attached as Separate Document]

