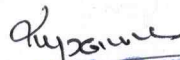


SCHEME & SYLLABUS OF EXAMINATION OF PART-I
COMPANY SECRETARY

Part	Section	Subject/Syllabus	No. of questions	Maximum Marks	Qualifying Marks
			60	180	
Part-I	Section 'A'	Verbal Ability & Reading Comprehension Verbal Ability: Grammar, Vocabulary, Sentence Correction. Reading Comprehension: Passage (on various topics including business, Science, Literature & Current Affairs), Para Jumbles, Para Summary, Odd Sentences Out & Inference drawing.	10	30	72
	Section 'B'	Quantitative Aptitude: Arithmetic : Percentage, Ratio & Proportion, Profit & Loss, Average, Time & Work, Distance time and speed, Simple & Compound Interest. Algebra: Linear & Quadratic equations Number System: Divisibility, Factors, LCM, HCF & Multiples.	15	45	
	Section 'C'	Data Interpretation & Logical Reasoning Data Interpretation: Analysis of data from graphs, Bar/Line/Pie Charts, Tables & Caselets, Data Sufficiency. Logical Reasoning: Blood Relation, Coding-Decoding, Critical Reasoning, Puzzles, Sequences, Pattern & Arrangements.	15	45	


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 DGM (Fin-IP)
 MCO, Jaipur


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351

	Section 'D'	General Awareness: National & International Events, Politics, Economics, Sports & Entertainment, Business Awareness (Trends, Major Companies, Industries, Stock Market)	10	30	
	Section 'E'	Basic Computer Skills: MS Office, DBMS, Internet & Search Engines.	10	30	

K. K. Gupta
K.K. Gupta
 OGM (Fin-PI)
 NITCO, Jaipur

NEELAM SHARMA
 OGM (Fin-PI)

SCHEME AND SYLLABUS OF EXAMINATION OF PART-II

COMPANY SECRETARY

Part	Section	Subject / Syllabus	No. of Questions	Maximum Marks	Qualifying Marks
Part -II	Section "A"	a) Forms of Business Organisations-registered companies, LLP, Partnership, etc, Scale of Business. b) Elements of Company Law: Principles & Concept, Shares and Share capital, Members and Shareholders, Debt instruments, CSR, etc. c) Accounts, Audit & Auditors, Transparency and Disclosures, Registers & Records and maintenance, Board Constitution and its powers, Directors, their appointment and cessation, KMP's and their Remuneration, Meeting of Board and its Committees, General Meeting. d) Legal Framework of governing Company Secretaries, Charter Documents of Companies, Legal status of Registered companies.	90 45	270 135	108
	Section "B"	a) Corporate Accounting, Financial statement's interpretation, consolidated accounts as per companies act. b) Governance, Compliances and Ethics: Corporate & Legislative framework of Corporate Governance,	45	135	

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		Board effectiveness, Corporate policies and disclosures, Directors' training development, familiarization, Ethics & Business, Sustainability, Corporate Social Responsibility.			
		c) Drafting, pleadings and appearances, general principles of drafting, secretarial practices, drafting of agreements, documents and deeds, Compliances and framework, Secretarial Audit and due diligence.			
		d) Specific provisions w.r.t. government companies, filing of various returns & forms, Annual Report.			

Note : Only those candidates, who have qualified the written examination, will be called for Interview.

The number of candidates called for Interview would be five times the number of vacancies advertised for the post but in the said range although candidates who secure the same percentage of marks shall be included.

Interview	Subject	Maximum Marks
	As per experience profile and personality traits, including communication skills of the candidates.	50

Note : Final Merit List of qualified candidates shall be prepared on the basis of marks obtained in Written Examination and Interview.

K.K. Gupta
K.K. Gupta
DDM (Fin-IPi)
Jaipur

SCHEME & SYLLABUS OF EXAMINATION OF PART-I
ASSISTANT TOWN PLANNER

Part	Section	Subject/Syllabus	No. of questions	Maximum Marks	Qualifying Marks
Part-I			60	180	72
	Section 'A'	Reasoning/Quantitative Aptitude	20	60	
	Section 'B'	<ul style="list-style-type: none"> • General Knowledge & General Knowledge of Rajasthan: <ol style="list-style-type: none"> 1. Events of State, National and International importance 2. Geography and Natural Resources of India and Rajasthan 3. Agricultural, Social and economic development of India Rajasthan 4. Indian Medieval History, Indian struggle for Independence,, and History of Rajasthan 5. Culture and heritage of India and Rajasthan • General Science: (upto class X) <ol style="list-style-type: none"> 1. Elements, Mixtures and Compounds 2. Physical and Chemical Changes; Oxidation and Reduction: Catalysis 3. Metals and Non Metals 4. Acids, bases and Salts 5. Reflection of light and its laws, lenses, human eye, defects of vision and its correction 	30	90	

Vikas Raj Jain
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Sr. Town Planner

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		6. Electric current, Electric potential, Ohms law, electric cell and Electric motor 7. Human Brain, hormones, human diseases and cure 8. Economic importance of animals and plants 9. Biomass, sources of energy, ecosystem, Mendel's Law of inheritance, chromosomes 10. Human blood groups, blood transfusion, Deficiency diseases and cure • Basic Computer Skills: 1. Introduction to Computers 2. Computer Systems 3. Uses of Computers 4. Introduction to the Internet & Search Engines, Internet Applications 5. Operating system, 6. MS Word Advance 7. Database Management System 8. MS Excel Advance 9. MS Power Point Basics 10. Microsoft Outlook-Basics			
	Section 'C'	Language Comprehension • Hindi 1. शब्द रचना: संधि एवं संधि विच्छेद, समास, उपसर्ग, प्रत्यय 2. शब्द प्रकार: तत्सम, तत्भव, अर्धतत्सम, देशज, विदेशी, संज्ञा, सर्वनाम, विशेषण, क्रिया, अव्यय	10	30	

Vikram Singh
 Sr. Town Planner

NEELAM SHARMA
 DGM (HRD)

		<ol style="list-style-type: none"> 3. शब्द ज्ञान: पर्यायवाची, विलोम, शब्द युग्मो का अर्थभेद, वाक्यांश के लिए सार्थक शब्द, संश्रुततभिन्नार्थक शब्द, समानार्थी शब्द, उपयुक्त शब्द चयन, संबंधवाची शब्दावली 4. शब्द शुद्धि 5. व्याकरणिक कोटियाँ: परसर्ग, लिंग, वचन, पुरुष, काल, वृत्ति, पक्ष , वाच्य 6. वाक्य रचना 7. वाक्य शुद्धि 8. विराम चिन्हों का प्रयोग 9. मुहावरे/ लोककृतिया 10. पारिभाषिक शब्दावली: प्रशासनिक/ विविध <ul style="list-style-type: none"> • English <ol style="list-style-type: none"> 1. Use of articles and determiners 2. Tenses/ sequence of tenses 3. Active and passive voice 4. Direct and Indirect Narration 5. Use of Prepositions 6. Synonyms and antonyms 7. Comprehension of passage 8. Idioms and Phrases 9. Letter writing: Official, Demi-official. Circulars and Notices 			
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Vikram Singh
A. JAIN
Sr. Town Planner

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DGM (HRD)

SCHEME & SYLLABUS OF EXAMINATION OF PART-II
ASSISTANT TOWN PLANNER

Part	Section	Subject /Syllabus	No. of Questions	Maximum Marks	Qualifying Marks
Part -II	Section "A"	<ul style="list-style-type: none"> • Evolution of City Building • Planning History • Definitions and Objectives of Planning • Theories of City Development and Planning Theories • Nature and Scope of Sociology • Community and Settlements • Elements of Micro and Macro Economics • Development Economics and Lessons from Indian Experiences 	90 30	270 90	108
	Section "B"	<ul style="list-style-type: none"> • Survey Techniques and Mapping, Survey methods: Analytical, Demographic • Methods • Planning Standards • Role of Infrastructure in Development • Planning and Management of Water, Sanitation and Storm Water • Planning and Management of Municipal Wastes, Power and Fire • City Development and Transport Infrastructure Planning, Management and • Design • GIS applications, remote sensing • Urban Growth and System of Cities • City Region Linkages • Metro and Mega Cities: Problems and Issues • Human Settlement Planning, Urban Development Policies and Programmes • Water Supply and Sanitation • Solid Waste Disposal and Management • Fire and Electrification, and Social Infrastructure 	30	90	

Vikas Raj Jain
VIKAS RAJ JAIN
Sr. Town Planner

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DGM (HRD)

		<ul style="list-style-type: none"> • Traffic and Transportation • Survey Techniques • GIS Mapping 			
	Section "C"	<ul style="list-style-type: none"> • Research Design and implementation • Analytical Techniques, Presentation and Report Writing • Project planning • Project Formulation and Appraisal • Project Management and Implementation, and Project Evaluation and Monitoring • Regulatory Frameworks Governing Projects • Urban Governance: Institutions and Organizations • Legislations pertaining to Urban Governance • Environmental Management • Energy, climate change and urban development • Development finance • Legal issues and professional practice 	30	90	

Vikas Raj Jain
VIKAS RAJ JAIN
 Sr. Town Planner

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NEELAM SHARMA
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SCHEME & SYLLABUS OF EXAMINATION OF PART-I

ASSISTANT ACCOUNT OFFICER GRADE-II

Part	Section	Subject/Syllabus	No. of questions	Maximum Marks	Qualifying Marks
Part-I			60	180	72
	Section 'A'	Reasoning/Quantitative Aptitude	20	60	
	Section 'B'	<ul style="list-style-type: none">• General Knowledge & General Knowledge of Rajasthan:<ol style="list-style-type: none">1. Events of State, National and International importance2. Geography and Natural Resources of India and Rajasthan3. Agricultural, Social and economic development of India Rajasthan4. Indian Medieval History, Indian struggle for Independence,, and History of Rajasthan5. Culture and heritage of India and Rajasthan• Mathematics (upto class X)<ol style="list-style-type: none">1. Real Numbers2. Polynomials3. Pair of Linear Equations in Two Variables4. Quadratic Equations5. Arithmetic Progressions6. Triangles7. Coordinate Geometry	30	90	

K.K. Gupta
K.K. Gupta
DGM (Fin-IP)
RICO, Jaipur

Neelam Sharma
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DGM (HRD)

	<p>8. Trigonometry & its applications</p> <p>9. Mensuration (Cylinder, Circles, Polygons, Rectangles, Squares, Trapezium, Parallelogram, Rhombus, Cube and Cuboid)- Surface Areas and Volumes, Area and Perimeter</p> <p>10. Statistics and Probability</p> <p>• Basic Computer Skills:</p> <ol style="list-style-type: none"> 1. Introduction to Computers 2. Computer Systems 3. Uses of Computers 4. Introduction to the Internet & Search Engines, Internet Applications 5. Operating system, 6. MS Word Advance 7. Database Management System 8. MS Excel Advance 9. MS Power Point Basics 10. Microsoft Outlook-Basics 			
Section 'C'	<p>Language Comprehension</p> <p>• Hindi</p> <ol style="list-style-type: none"> 1. शब्द रचना: संधि एवं संधि विच्छेद, समास, उपसर्ग, प्रत्यय 2. शब्द प्रकार: तत्सम, तत्भव, अर्धतत्सम, देशज, विदेशी, संज्ञा, सर्वनाम, विशेषण, क्रिया, अव्यय 	10	30	

K.K. Gupta
 K.K. Gupta
 DGM (Fin-IP)
 RIICO, Jaipur

		<p>3. शब्द ज्ञान: पर्यायवाची, विलोम, शब्द युग्मों का अर्थभेद, वाक्यांश के लिए सार्थक शब्द, संश्रुततभिन्नार्थक शब्द, समानार्थी शब्द, उपयुक्त शब्द चयन, संबंधवाची शब्दावली</p> <p>4. शब्द शुद्धि</p> <p>5. व्याकरणिक कोटियाँ: उपसर्ग, लिंग, वचन, पुरुष, काल, वृत्ति, पक्ष , वाच्य</p> <p>6. वाक्य रचना</p> <p>7. वाक्य शुद्धि</p> <p>8. विराम चिह्नों का प्रयोग</p> <p>9. मुहावरे/ लोककित्या</p> <p>10. पारिभाषिक शब्दावली: प्रशासनिक/ विविध</p> <p>• English</p> <p>1. Use of articles and determiners</p> <p>2. Tenses/ sequence of tenses</p> <p>3. Active and passive voice</p> <p>4. Direct and Indirect Narration</p> <p>5. Use of Prepositions</p> <p>6. Synonyms and antonyms</p> <p>7. Comprehension of passage</p> <p>8. Idioms and Phrases</p> <p>9. Letter writing: Official, Demi-official. Circulars and Notices</p>			
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K.K. Gupta
K.K. Gupta
DGM (Fin-PI)
2100, Jaipur

Neelam Sharma
NEELAM SHARMA
DGM (HRD)

SCHEME & SYLLABUS OF EXAMINATION OF PART-II

ASSISTANT ACCOUNT OFFICER GRADE-II

Part	Section	Subject/Syllabus	No. of questions	Maximum Marks	Qualifying Marks
Part-II			90	270	108
	Section 'A'	Ind-AS 115 and Ind-AS 116, Bank reconciliation & banking transactions, Cost Estimate Ascertainment & Appropriation of Overheads, Valuation of inventories, Financial Statements as per Schedule-III, Financial Management with specific reference to Cash Flow Statement, Capital Budgeting, Ratio Analysis, Budgeting	45	135	
	Section 'B'	Companies Act 2013, basic provisions about final accounts, audit, elementary knowledge of GST, Income Tax Based on Financial Act, Heads of Income with much focus on Business Income, Calculation of Income Tax considering various deductions under chapter-VI, TDS-Provisions and its applicability's. Basic knowledge on procurement under RTTP Act, 2012.	45	135	


K.K. Gupta
DGM (Fin-IP) I
RICO, Jaipur


NEELAM SHARMA
DGM (HRD)

202

SCHEME & SYLLABUS OF EXAMINATION OF PART-I
PROGRAMMER

Part	Section	Subject/Syllabus	No. of questions	Maximum Marks	Qualifying Marks
Part-I			60	180	72
	Section 'A'	Reasoning/Quantitative Aptitude	20	60	
	Section 'B'	<ul style="list-style-type: none"> • General Knowledge & General Knowledge of Rajasthan: <ol style="list-style-type: none"> 1. Events of State, National and International importance 2. Geography and Natural Resources of India and Rajasthan 3. Agricultural, Social and economic development of India Rajasthan 4. Indian Medieval History, Indian struggle for Independence, and History of Rajasthan 5. Culture and heritage of India and Rajasthan • General Science: (upto class X) <ol style="list-style-type: none"> 1. Elements, Mixtures and Compounds 2. Physical and Chemical Changes; Oxidation and Reduction: Catalysis 3. Metals and Non-Metals 4. Acids, bases and Salts 5. Reflection of light and its laws, lenses, human eye, defects of vision and its correction 6. Electric current, Electric potential, Ohms law , electric cell and Electric motor 	30	90	

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Dy. Manager (I.T.)

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NEELAM SHARMA
DGM (HRD)

		<p>7. Human Brain, hormones, human diseases and cure</p> <p>8. Economic importance of animals and plants</p> <p>9. Biomass, sources of energy, ecosystem, Mendel's Law of inheritance, chromosomes</p> <p>10. Human blood groups, blood transfusion, Deficiency diseases and cure</p> <p>• Basic Computer Skills:</p> <p>1. Introduction to Computers</p> <p>2. Computer Systems</p> <p>3. Uses of Computers</p> <p>4. Introduction to the Internet & Search Engines, Internet Applications</p> <p>5. Operating system,</p> <p>6. MS Word Advance</p> <p>7. Database Management System</p> <p>8. MS Excel Advance</p> <p>9. MS Power Point Basics</p> <p>10. Microsoft Outlook-Basics</p>			
	Section 'C'	<p>Language Comprehension</p> <p>• Hindi</p> <p>1. शब्द रचना: संधि एवं संधि विच्छेद, समास, उपसर्ग, प्रत्यय</p> <p>2. शब्द प्रकार: तत्सम, तत्भव, अर्धतत्सम, देशज, विदेशी, संज्ञा, सर्वनाम, विशेषण, क्रिया, अव्यय</p>	10	30	

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 Dy. Manager (I.T.)

		<p>3. शब्द ज्ञान: पर्यायवाची, विलोम, शब्द युग्मों का अर्थभेद, वाक्यांश के लिए सार्थक शब्द, संश्रुततन्त्रार्थक शब्द, समानार्थी शब्द, उपयुक्त शब्द चयन, संबंधवाची शब्दावली</p> <p>4. शब्द शुद्धि</p> <p>5. व्याकरणिक कोटियाँ: परसर्ग, लिंग, वचन, पुरुष, काल, वृत्ति, पक्ष, वाच्य</p> <p>6. वाक्य रचना</p> <p>7. वाक्य शुद्धि</p> <p>8. विराम चिह्नों का प्रयोग</p> <p>9. मुहावरे/ लोककृतिया</p> <p>10. पारिभाषिक शब्दावली: प्रशासनिक/ विविध</p> <p>• English</p> <p>1. Use of articles and determiners</p> <p>2. Tenses/ sequence of tenses</p> <p>3. Active and passive voice</p> <p>4. Direct and Indirect Narration</p> <p>5. Use of Prepositions</p> <p>6. Synonyms and antonyms</p> <p>7. Comprehension of passage</p> <p>8. Idioms and Phrases</p> <p>9. Letter writing: Official, Demi-official. Circulars and Notices</p>			
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(Virendra Kumar Mathur)
Dy. Manager (I.T.)

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DGM (HR)

535

SCHEME & SYLLABUS OF EXAMINATION OF PART-II

PROGRAMMER

Part	Section	Subject/Syllabus	No. of Questions	Maximum marks	Qualifying Marks
Part-II			90	270	108
	Section 'A'	<p>Computer Basics: Components of A Computer System – CPU, Mother board, Primary Storage Devices, Secondary Storage Devices, On-Line form Entry, direct data entry, Data base, Typers of Computer input/Output PDA's, Computer hardware Basics</p> <p>Operating System: System Software, Operating System, Operating Systems for Larger Systems, their System Software, General Purpose Software/Utilities, Application Software, All type of Mobile OS</p> <p>Data Base Management System & Data Mining: Concepts related to Data, Data processing, File organizations, Data Base Management Systems, Types of Database, Database Structures, Data Base Components, Structure of DBMS, RDBMS, Structured Query Language and Other Query Language, Storage, Documentation and Program Library, Backup, and Recovery, Data Security, Internet, Data center.</p>	40	120	

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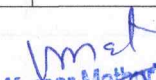
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Virendra Kumar
Dy. Manager (I.T.)

		<p>Data Base Design: Conceptual data base design, Normalization Primitive and Composite data type, Concept of physical and logical database, data abstraction and data independence, data aggregation and Relational Algebra.</p> <p>Application Development using SQL: Host Language interface embedded SQL Programming, Stored procedures and triggers and views, Constraints assertions.</p> <p>Internal of RDBMS: Physical data organization in sequential, indexed random and hashed files. Inverted and multilist structures, B trees, B+ trees, Query Optimization, Join algorithm.</p> <p>Operation & Maintenance of RDBMS:</p> <p>Installing SQL, MS SQL, DB 2, MS Access, Managing Database Storage Structures, Administering User Security, Managing Schema Objects, Managing Undo Data, Configure undo retention, PL-SQL, MS SQL, DB 2, MS Access Database Security Configuring Network Environment, Performing Database Recover and Flashbacks, Configuring Recovery Managers, Monitoring and Managing Storage, Database Environment, client server database environment, internet database environment.</p> <p>Programming, Internet and Web Tools:</p> <p>Programming Language-DOT Net programming, Control structure, exception handing, web logic technologies and cloud computing. Debugging the Program, online Google</p>		
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 Dy. Manager (I.T.)

		<p>and Excel sheets development, Static and Dynamic website development, PPT/Excel/Word advance uses, Concept of AI and machine learning.</p> <p>Object Oriented Programming and Design: Review of Abstraction, Objects and other basics, Encapsulation, Information hiding, Method, Signature, Classes and Instances, Polymorphism, Inheritance, Exceptions and Exception Handling with reference to object modeling. Coupling and Cohesion in object-oriented software. Object Oriented Design -Process, Exploration and Analysis.</p> <p>Basics of Java script, HTML, HTTP, Internet, Java as a tool for internet applications, Byte Code and its advantages.</p>			
	Section 'B'	<p>Data Communication and Computer Networks</p> <p>Computer Network Architecture, Circuit switching, packet And Message Switching, Network Structure. Physical Layer, Data Link Layer, Framing. Retransmission algorithms.</p> <p>Multiple access and Aloha. CSMA/CD and Ethernet. High Speed LANs and topologies. Broadcast routing and spanning trees.</p> <p>TCP/IP Stack. IP Networks and Internet. DNS and Firewalls. Intrusion Detection and Prevention. Transport layer and TCP/IP. Network Management and Interoperability.</p>	50	150	


 Vinod Kumar
 Dy. Manager (I.T.)
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		<p>System Analysis and Design</p> <p>System concept: Definition and characteristics, elements and boundaries, types of system development lifecycle, recognition of needs, feasibility study, prototyping, role of system analyst.</p> <p>System planning and tools like DFD, data dictionary, decision trees, structured analysis and decision tables.</p> <p>IPO charts, structured walkthrough, input output form design, requirement and classification of forms, layout considerations form control, object-oriented Design Concepts and methods.</p> <p>Software Life Cycle, Software Engineering paradigms.</p> <p>System analysis: Feasibility study requirement analysis, Cost benefit analysis, Planning systems, Analysis tools and techniques.</p> <p>System Design: design fundamentals, Modular Design, Data and procedural design, object-oriented design.</p> <p>System Development: Code documentation, Program design paradigms. Efficiency Consideration.</p> <p>Verification, Validation and Testing: testing methods, Formal Program Verification, Testing Strategies.</p> <p>Software Maintenance: Maintenance Characteristics, Maintainability, Maintenance tasks and side effects.</p>		
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 Dy. Manager (I.T.)

Note : Only those candidates, who have qualified the written examination, will be called for Proficiency test.

The number of candidates called for Proficiency Test would be three/five times the number of vacancies advertised for the post but in the said range although candidates who secure the same percentage of marks shall be included.

Proficiency Test	Subject	Duration	Maximum Marks	Qualifying Marks
	As per syllabus of written examination	3 Hours	100	40

Note : Final Merit List of qualified candidates shall be prepared on the basis of marks obtained in Written Examination and Proficiency Test.

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(Virendra Kumar Mathur)
Dy. Manager (I.T.)

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SCHEME & SYLLABUS OF EXAMINATION OF PART-I

JUNIOR LEGAL OFFICER

Part	Section	Subject/Syllabus	No. of questions	Maximum Marks	Qualifying Marks
Part-I			60	180	72
	Section 'A'	Reasoning/Quantitative Aptitude	20	60	
	Section 'B'	<ul style="list-style-type: none">• General Knowledge & General Knowledge of Rajasthan:<ol style="list-style-type: none">1. Events of State, National and International importance2. Geography and Natural Resources of India and Rajasthan3. Agricultural, Social and economic development of India Rajasthan4. Indian Medieval History, Indian struggle for Independence,, and History of Rajasthan5. Culture and heritage of India and Rajasthan• General Science: (upto class X)<ol style="list-style-type: none">1. Elements, Mixtures and Compounds2. Physical and Chemical Changes; Oxidation and Reduction: Catalysis3. Metals and Non Metals4. Acids, bases and Salts5. Reflection of light and its laws, lenses,	30	90	

Sugandha
(Sugandha Gupta)
Deputy Manager (Law)

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NEELAM SHARMA
DGM (HRD)

		<p>human eye, defects of vision and its correction</p> <ol style="list-style-type: none"> 6. Electric current, Electric potential, Ohms law, electric cell and Electric motor 7. Human Brain, hormones, human diseases and cure 8. Economic importance of animals and plants 9. Biomass, sources of energy, ecosystem, Mendel's Law of inheritance, chromosomes 10. Human blood groups, blood transfusion, Deficiency diseases and cure <ul style="list-style-type: none"> • Basic Computer Skills: <ol style="list-style-type: none"> 1. Introduction to Computers 2. Computer Systems 3. Uses of Computers 4. Introduction to the Internet & Search Engines, Internet Applications 5. Operating system, 6. MS Word Advance 7. Database Management System 8. MS Excel Advance 9. MS Power Point Basics 10. Microsoft Outlook-Basics 			
	Section 'C'	Language Comprehension <ul style="list-style-type: none"> • Hindi <ol style="list-style-type: none"> 1. शब्द रचना: संधि एवं संधि विच्छेद, समास, उपसर्ग, प्रत्यय 	10	30	

Sugandha
(Sugandha Gupta)
Deputy Manager (Law)

Neelam
NEELAM SHARMA
DGM (HRD)

		<ol style="list-style-type: none"> 2. शब्द प्रकार: तत्सम, तत्भव, अर्धतत्सम, देशज, विदेशी, संज्ञा, सर्वनाम, विशेषण, क्रिया, अव्यय 3. शब्द ज्ञान: पर्यायवाची, विलोम, शब्द युग्मों का अर्थभेद, वाक्यांश के लिए सार्थक शब्द, संश्रुततन्निर्गतार्थक शब्द, समानार्थी शब्द, उपयुक्त शब्द चयन, संबंधवाची शब्दावली 4. शब्द शुद्धि 5. व्याकरणिक कोटियाँ: परसर्ग, लिंग, वचन, पुरुष, काल, वृत्ति, पक्ष, वाच्य 6. वाक्य रचना 7. वाक्य शुद्धि 8. विराम चिह्नों का प्रयोग 9. मुहावरे/ लोककिया 10. पारिभाषिक शब्दावली: प्रशासनिक/ विविध <ul style="list-style-type: none"> • English <ol style="list-style-type: none"> 1. Use of articles and determiners 2. Tenses/ sequence of tenses 3. Active and passive voice 4. Direct and Indirect Narration 5. Use of Prepositions 6. Synonyms and antonyms 7. Comprehension of passage 8. Idioms and Phrases 9. Letter writing: Official, Demi-official. Circulars and Notices 			
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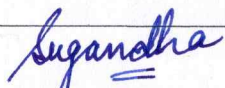
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NEELAM SHARMA
DGM (HRD)

SCHEME AND SYLLABUS OF EXAMINATION OF PART-II
JUNIOR LEGAL OFFICER

Part	Section	Subject /Syllabus	No. of Questions	Maximum Marks	Qualifying Marks
Part -II	Section "A"	<ul style="list-style-type: none"> • The Constitution of India with special emphasis on Fundamental Rights, Directive Principles and enforcement of rights through writs, Letter and Patent Appeals to Supreme Court, Functioning of High Courts and Supreme Court along-with powers. • The Right to Information Act, 2005. • The Rajasthan Right to Hearing Act, 2012. • The Rajasthan Guaranteed Delivery of Public Services Act, 2011. 	90 30	270 90	108
	Section "B"	<ul style="list-style-type: none"> • The Code of Civil Procedure, 1908. • The Code of Criminal Procedure, 1973. • The Transfer of Property Act, 1882. • The Indian Penal Code, 1860. • The Indian Evidence Act, 1872. • The Limitation Act, 1963. • The Specific Relief Act, 1963. • The Bhartiya Nyaya Sanhita, 2023 • The Bhartiya Sakshya Adhinyam, 2023 • The Bhartiya Nagarik Suraksha Sanhita, 2023 • The Hindu Succession Act, 1956 	30	90	


(Sugandha Gupta)
Deputy Manager (Law)


NEELAM SHARMA
DGM (HRD)

	Section "C"	<ul style="list-style-type: none"> • Right to Fair Compensation and Transparency in Land Acquisition, Rehabilitation and Resettlement Act, 2013. • Rajasthan Land Revenue Act, 1956 • Public Demand Recovery Act, 1952 • Contract Act -1872 • The Companies Act, 2013. 	30	90	
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 (Sugandha Gupta)
 Deputy Manager (Law)

SCHEME AND SYLLABUS OF EXAMINATION OF PART-I

PERSONAL ASSISTANT (GRADE-II)

Part	Section	Subject/Syllabus	No. of questions	Maximum Marks	Qualifying Marks
Part-I			60	180	72
	Section 'A'	<ul style="list-style-type: none">• General Knowledge & General Knowledge of Rajasthan:<ol style="list-style-type: none">1. Events of State, National and International importance2. Geography and Natural Resources of India and Rajasthan3. Agricultural, Social and economic development of India Rajasthan4. Indian Medieval History, Indian struggle for Independence,, and History of Rajasthan5. Culture and heritage of India and Rajasthan	20	60	
	Section 'B'	<ul style="list-style-type: none">• General Science : (upto class X)<ol style="list-style-type: none">1. Elements, Mixtures and Compounds2. Physical and Chemical Changes; Oxidation and Reduction: Catalysis3. Metals and Non Metals4. Acids, bases and Salts5. Reflection of light and its laws, lenses, human eye, defects of vision and its correction6. Electric current, Electric potential, Ohms law , electric cell and Electric motor7. Human Brain, hormones, human diseases and cure8. Economic importance of animals and plants9. Biomass, sources of energy, ecosystem, Mendel's Law of inheritance, chromosomes10. Human blood groups, blood transfusion, Deficiency diseases and cure	20	60	

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TWADESH SANWARIA
Manager (HRD)

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NEELAM SHARMA
DGM (HRT)

	Section 'C'	<ul style="list-style-type: none"> Basic Computer Skills <ol style="list-style-type: none"> 1. Introduction to Computers 2. Computer Systems 3. Uses of Computers 4. Introduction to the Internet & Search Engines, Internet Applications 5. Operating system, 6. MS Word Advance 7. Database Management System 8. MS Excel Advance 9. MS PowerPoint Basics 10. Microsoft Outlook-Basics 	20	60	
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WADESH SANWARIA
Manager (HRD)

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NEELAM SHARMA
DGM (HRD)

NEELAM SHARMA
DGM (HRD)

NEELAM SHARMA
DGM (HRD)

SCHEME AND SYLLABUS OF EXAMINATION OF PART-II
PERSONAL ASSISTANT (GRADE-II)

Part	Section	Subject /Syllabus	No. of Questions	Maximum Marks	Qualifying Marks
Part-II			90	270	108
	Section 'A'	<p>सामान्य हिन्दी (upto class X)</p> <p>संधि और संधि विच्छेद</p> <p>समास, भेद, सामासिक पदों की रचना व विग्रह</p> <p>उपसर्ग एवं प्रत्यय</p> <p>विलोम शब्द एवं अनेकार्थक शब्द</p> <p>विरामचिह्न</p> <p>ध्वनि एवं उसका वर्गीकरण</p> <p>पारिभाषिक शब्दावली (अंग्रेजी भाषा के पारिभाषिक शब्दों के समानार्थक शब्द)</p> <p>शब्द शुद्धि (अशुद्ध शब्दों का शुद्धिकरण)</p> <p>वाक्य शुद्धि (अशुद्ध वाक्यों का शुद्धिकरण)</p> <p>मुहावरे एवं लोकोक्तियाँ</p> <p>पत्र एवं उसके प्रकार— कार्यालयी पत्र के प्रारूप के विशेष सन्दर्भ में</p>	45	135	


NEELAM SHARMA
DCM (HRD)

	Section 'B'	General English (upto class X) Use of Articles and Determiners Tense/sequence of Tenses Voice : Active and Passive Narration : Direct and Indirect Use of Prepositions Translation of Ordinary/Common English sentences into Hindi and vice-versa Synonyms and Antonyms & Comprehension of a given passage Glossary of official, Technical terms (with their Hindi version) Letter writing: Official, Demi-official, Circulars and Notices. Note: Questions on letter writing will also be objective regarding the structure of a letter.	45	135	
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Note : Only those candidates, who have qualified the written examination, will be called for Proficiency test.
 The number of candidates called for Proficiency Test would be five times the number of vacancies advertised for the post but in the said range although candidates who secure the same percentage of marks shall be included.

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NEELAM SHARMA
 DGM (HRD)

**SCHEME AND SYLLABUS OF EXAMINATION OF PROFICIENCY TEST FOR
PERSONAL ASSISTANT (GRADE-II)**

Papers	Subject/Syllabus	Duration	Maximum Marks
Paper-I	<u>Section-I</u> English Shorthand (the test shall consist of dictation of 100 words per minute)	10 Minutes	100
	<u>Section-II</u> Transcription and typing of dictated passage in English on Computer	60 Minutes	
OR			
Paper-II	<u>Section-I</u> Hindi Shorthand (the test shall consist of dictation of 100 words per minute)	10 Minutes	100
	<u>Section-II</u> Transcription and typing of dictated passage in Hindi on Computer	70 Minutes	

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**NEELAM SHARMA
DGM (HRD)**

NOTE

- (i) It will be necessary for a candidate to do typing work on computer and he will bring his own pen & pencil for test.
- (ii) The candidates securing minimum 40% marks in **Part-I & Part -II of Written Examination separately**, shall only be admitted to the **Proficiency Test** subject to fifteen times the total approximate number of vacancies to be filled through the examination but in the said range all those candidates who secure the same marks as may be fixed by the Corporation for any lower range will be admitted to the **Proficiency Test**.
- (iii) Where the Corporation is of the opinion that sufficient number of candidates belonging to reserved category are not available on the basis of general standard for appearing in the **Proficiency Test**, relaxed standard may be applied by the Corporation for admitting candidates belonging to such reserved category so that sufficient number of candidates in that category are available to appear in the **Proficiency Test**. For this purpose, the zone of consideration of 15 times the total approximate number of vacancies shall stand relaxed. However, candidates so additionally qualified for the **Proficiency Test** will be eligible for selection to the posts reserved for respective categories only.
- (iv) the Corporation shall not recommended any candidate who makes more than **20% mistakes/error** in the paper opted in **Proficiency Test** of the competitive examination for the post of Personal Assistant Grade-II.
- (v) where the Corporation is of the opinion that sufficient number of candidates are not available in any category, the Corporation may further relax maximum permissible mistakes/error up to 5% in **Proficiency Test**.

Explanation:

1. The standard of the papers will be that of the Secondary Examination of the Board of Secondary Education, Rajasthan. The Syllabus and scope of the paper for the examination will be prescribed by the Corporation, from time to time and will be intimated to the candidates within the stipulated time in the manner as the Corporation deems fit.
2. The competitive examination will be held in two phases, Written Examination and Proficiency Test. All the papers of Written Examination will be of objective type.

Swadesh
SWADESH SANWARIA
Manager (HRD)

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NEELAM SHARMA
DGM (HRD)

3. In case of persons with benchmark disabilities (PwDs), the facility of scribe will be provided in Written examination as per rules decided by the Corporation, if desired by the candidate. However, persons with benchmark disabilities (PwDs) will not be allowed to the facility of scribe in Shorthand Test in Proficiency Test.
4. The Corporation will provide the Computer and Shorthand Notebook for the shorthand test. No candidate will be allowed to bring his own Key Board. However, 'Blindness and Low vision' category in persons with benchmark disabilities (PwDs) will be allowed to bring their own Slate/Machine for taking Shorthand dictation.
5. A compensatory time of 15 minutes of examination for transcription and typing of dictated passage on computer will be provided to the persons with benchmark disabilities (PwDs) in the **Proficiency Test**.
6. Provisions regarding number of candidates admitted in **Proficiency Test** and passing standards of each test will be as per above mentioned Note.
7. The marks obtained by a qualifying candidate in the Written Examination and **Proficiency Test** shall be counted for determining their final order of merit.
8. Candidates who opt to take the Stenography test in Hindi will be required to learn English Stenography and vice versa after their appointment and candidates have to work as English/Hindi Personal Assistant Grade-II as per the functional requirement of the Office irrespective of the medium of Skill Test of candidate during the examination, failing which their probation may not be cleared by the **Appointment Authority**.

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SWADESH SANWARIA
Manager (HRD)

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NEELAM SHARMA
NGM (HRD)

SCHEME & SYLLABUS OF EXAMINATION OF PART-I
DRAUGHTSMAN CUM TRACER

Part	Section	Subject/Syllabus	No. of questions	Maximum Marks	Qualifying Marks
Part-I			60	180	72
	Section 'A'	Reasoning/Quantitative Aptitude	20	60	
	Section 'B'	<ul style="list-style-type: none"> • General Knowledge & General Knowledge of Rajasthan: <ol style="list-style-type: none"> 1. Events of State, National and International importance 2. Geography and Natural Resources of India and Rajasthan 3. Agricultural, Social and economic development of India Rajasthan 4. Indian Medieval History, Indian struggle for Independence,, and History of Rajasthan 5. Culture and heritage of India and Rajasthan • General Science: (upto class X) <ol style="list-style-type: none"> 1. Elements, Mixtures and Compounds 2. Physical and Chemical Changes; Oxidation and Reduction: Catalysis 3. Metals and Non Metals 4. Acids, bases and Salts 5. Reflection of light and its laws, lenses, human eye, defects, of vision and its 	30	90	

Vikas Raj Jain
VIKAS RAJ JAIN
Sr. Town Planner

Neelam Sharma
NEELAM SHARMA
DGM (HRD)

		<p>correction</p> <ol style="list-style-type: none"> 6. Electric current, Electric potential, Ohms law, electric cell and Electric motor 7. Human Brain, hormones, human diseases and cure 8. Economic importance of animals and plants 9. Biomass, sources of energy, ecosystem, Mendel's Law of inheritance, chromosomes 10. Human blood groups, blood transfusion, Deficiency diseases and cure <ul style="list-style-type: none"> • Basic Computer Skills: <ol style="list-style-type: none"> 1. Introduction to Computers 2. Computer Systems 3. Uses of Computers 4. Introduction to the Internet & Search Engines, Internet Applications 5. Operating system, 6. MS Word Advance 7. Database Management System 8. MS Excel Advance 9. MS Power Point Basics 10. Microsoft Outlook-Basics 			
	Section 'C'	<p>Language Comprehension</p> <ul style="list-style-type: none"> • Hindi <ol style="list-style-type: none"> 1. शब्द रचना: संधि एवं संधि विच्छेद, समास, उपसर्ग, प्रत्यय 2. शब्द प्रकार: तत्सम, तत्भव, अर्धतत्सम, देशज, विदेशी, 	10	30	

Vikas Raj Jain
Vikas Raj Jain
Sr. Town Planner

Neelam Sharma
NEELAM SHARMA
DGM (HRD)

		<p>संज्ञा, सर्वनाम, विशेषण, क्रिया, अव्यय</p> <p>3. शब्द ज्ञान: पर्यायवाची, विलोम, शब्द युग्मों का अर्थभेद, वाक्यांश के लिए सार्थक शब्द, संश्रुततभिन्नार्थक शब्द, समानार्थी शब्द, उपयुक्त शब्द चयन, संबंधवाची शब्दावली</p> <p>4. शब्द शुद्धि</p> <p>5. व्याकरणिक कोटियाँ: उपसर्ग, लिंग, वचन, पुरुष, काल, वृत्ति, पक्ष, वाच्य</p> <p>6. वाक्य रचना</p> <p>7. वाक्य शुद्धि</p> <p>8. विराम चिन्हों का प्रयोग</p> <p>9. मुहावरे/ लोककित्या</p> <p>10. पारिभाषिक शब्दावली: प्रशासनिक/ विविध</p> <p>• English</p> <ol style="list-style-type: none"> 1. Use of articles and determiners 2. Tenses/ sequence of tenses 3. Active and passive voice 4. Direct and Indirect Narration 5. Use of Prepositions 6. Synonyms and antonyms 7. Comprehension of passage 8. Idioms and Phrases 9. Letter writing: Official, Demi-official. Circulars and Notices 			
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Vikas Raj Jain
VIKAS RAJ JAIN
 Sr. Town Planner

Neelam Sharma
NEELAM SHARMA
 DGM (HRD)

SCHEME AND SYLLABUS OF EXAMINATION OF PART-II

DRAUGHTSMAN CUM TRACER

Part	Section	Subject	No. of Questions	Maximum Marks	Qualifying Marks
Part-II			90	270	108
	Section 'A'	B.I.S. introduction of Code of Practice for Architectural and Building Drawing (IS:962-1989) Layout of drawing, Lines, Lettering, Dimensioning, Scales and Projection, Construction of plain and solid geometrical figures, symbols & conventional representation for materials in sections as per IS 962-1989 for building drawings, Building Planning	40	120	
	Section 'B'	Building Material, Foundation, Permanent & Temporary structure, Prefabrication structure, RCC structure, Steel structure.	25	75	
	Section 'C'	Roads, Estimating and Costing, Surveying, Levelling	25	75	

Vikas Raj Jain
VIKAS RAJ JAIN
Sr. Town Planner

Neelam Sharma
NEELAM SHARMA
DGM (HRD)

Note : Only those candidates, who have qualified the written examination, will be called for Proficiency test.

The number of candidates called for Proficiency Test would be five times the number of vacancies advertised for the post but in the said range although candidates who secure the same percentage of marks shall be included.

Proficiency Test	Subject	Duration	Maximum Marks	Qualifying Marks
	AUTO CAD Test on Computer	3 Hours	100	40

Note : Final Merit List of qualified candidates shall be prepared on the basis of marks obtained in Written Examination and Proficiency Test.

Vikas Raj Jain
VIKAS RAJ JAIN
Sr. Town Planner

Neelam Sharma
NEELAM SHARMA
DGM (HRD)

SCHEME & SYLLABUS OF EXAMINATION OF PART-I

JUNIOR ASSISTANT

Part	Section	Subject/Syllabus	No. of questions	Maximum Marks	Qualifying Marks
Part-I			60	180	72
	Section 'A'	<ul style="list-style-type: none">• General Knowledge & General Knowledge of Rajasthan:<ol style="list-style-type: none">1. Events of State, National and International importance2. Geography and Natural Resources of India and Rajasthan3. Agricultural, Social and economic development of India and Rajasthan4. Indian Medieval History, Indian struggle for Independence, and History of Rajasthan5. Culture and heritage of India and Rajasthan	15	45	
	Section 'B'	<ul style="list-style-type: none">• General Science: (upto class X)<ol style="list-style-type: none">1. Elements, Mixtures and Compounds2. Physical and Chemical Changes; Oxidation and Reduction: Catalysis3. Metals and Non-Metals4. Acids, bases and Salts5. Reflection of light and its laws, lenses, human eye, defects of vision and its correction	15	45	

Swadesh
SWADESH SANWARIA
Manager (HRD)

Neelam
NEELAM SHARMA
DGM (HRD)

		6. Electric current, Electric potential, Ohms law, electric cell and Electric motor 7. Human Brain, hormones, human diseases and cure 8. Economic importance of animals and plants 9. Biomass, sources of energy, ecosystem, Mendel's Law of inheritance, chromosomes 10. Human blood groups, blood transfusion, Deficiency diseases and cure			
	Section 'C'	<ul style="list-style-type: none"> Quantitative Aptitude & Reasoning 	15	45	
	Section 'D'	<ul style="list-style-type: none"> Basic Computer Skills <ol style="list-style-type: none"> Introduction to Computers Computer Systems Uses of Computers Introduction to the Internet & Search Engines, Internet Applications Operating system, MS Word Advance Database Management System MS Excel Advance MS PowerPoint Basics Microsoft Outlook-Basics 	15	45	

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SHRADESH SANIWARIA
 Manager (HRD)

SCHEME AND SYLLABUS OF EXAMINATION OF PART-II

JUNIOR ASSISTANT

Part	Section	Subject /Syllabus	No. of Questions	Maximum Marks	Qualifying Marks
Part-II			90	270	108
	Section 'A'	सामान्य हिन्दी (upto class X) 1. संधि और संधि विच्छेद 2. समास, भेद, सामासिक पदों की रचना व विग्रह 3. उपसर्ग एवं प्रत्यय 4. विलोम शब्द एवं अनेकार्थक शब्द 5. विरामचिह्न 6. ध्वनि एवं उसका वर्गीकरण 7. पारिभाषिक शब्दावली (अंग्रेजी भाषा के पारिभाषिक शब्दों के समानार्थक शब्द) 8. शब्द शुद्धि (अशुद्ध शब्दों का शुद्धिकरण) 9. वाक्य शुद्धि (अशुद्ध वाक्यों का शुद्धिकरण) 10. मुहावरे एवं लोकोक्तियाँ 11. पत्र एवं उसके प्रकार-कार्यालयी पत्र के प्रारूप के विशेष सन्दर्भ में	30	90	

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NEELAM SHARMA
DGM (HRD)

	Section 'B'	General English (upto class X) <ol style="list-style-type: none"> 1. Use of Articles and Determiners 2. Tense/sequence of Tenses 3. Voice : Active and Passive 4. Narration : Direct and Indirect 5. Use of Prepositions 6. Translation of Ordinary/Common English sentences into Hindi and vice-versa 7. Synonyms and Antonyms 8. Comprehension of a given passage 8. Glossary of official, technical terms (with their Hindi version) 9. Letter writing: Official, Demi-official, Circulars and Notices. <p>Note: Questions on letter writing will also be objective regarding the structure of a letter.</p>	30	90	
	Section 'C'	Mathematics (upto class X) <ol style="list-style-type: none"> 1. Real Numbers 2. Polynomials 3. Pair of Linear Equations in Two Variables 4. Quadratic Equations 5. Arithmetic Progressions 6. Triangles 7. Coordinate Geometry 8. Trigonometry & its applications 	30	90	



NEELAM SHARMA
DGM (HRD)

		9. Mensuration (Cylinder, Circles, Polygons, Rectangles, Squares, Trapezium, Parallelogram, Rhombus, Cube and Cuboid)- Surface Areas and Volumes, Area and Perimeter			
		10. Statistics and Probability			

Note : Only those candidates, who have qualified the written examination, will be called for Proficiency test.

The number of candidates called for Proficiency Test would be five times the number of vacancies advertised for the post but in the said range although candidates who secure the same percentage of marks shall be included.

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NEELAM SHARMA
DCM (MD)

SCHEME AND SYLLABUS OF EXAMINATION OF PROFICIENCY TEST FOR JUNIOR ASSISTANT

Papers	Sections	Duration	Maximum Marks	Qualifying Marks
Paper-I	Typewriting in Hindi on Computer (Speed Test)	10 Minutes	25	10
	Efficiency Test	10 Minutes	25	10
Paper-II	Typewriting in English on Computer (Speed Test)	10 Minutes	25	10
	Efficiency Test	10 Minutes	25	10
			100	40

It will be necessary for a candidate to do typing work on computer and he will bring his own pen & pencil for test.

Note (1): Persons with Benchmark Disabilities shall be provided relaxation from Proficiency Test and they shall be awarded marks in Proficiency Test on the basis of average marks obtained by them in the written test.

Note (2): Final Merit List of qualified candidates shall be prepared on the basis of marks obtained in Written Examination and Proficiency test.

Swadesh
SWADESH SARMARIA
Manager (HRD)

Neelam
NEELAM SHARMA
DGM (HRD)