

### 9. Plan of Examination:

The plan, pattern, scheme and syllabus of Examination is as follows:-

Stages of Examination.	Type of Examination	Nos. of papers	Marks allotted	Duration	Remarks
Stage-I	Preliminary Examination	One Paper	100 marks	1 and ½ hrs	<b><u>Qualifying in nature. Objective type to be held in OMR sheet. The Commission at their discretion may conduct the Test through CBRT mode. The candidates numbering about 12 times of vacancies in each category in order of merit shall be shortlisted for the Main Written Exam. There shall be negative marking @0.25 marks for each wrong answer.</u></b>
Stage-II	Main Written examination	Three papers	250 marks	05 hours	<b><u>The details of the of main written exam is mentioned below in the tabular form.</u></b> Candidates three times of the vacancies in order of merit category wise shall be shortlisted for the <b>Computer Practical Skill Test.</b>
Stage-III	Computer Practical skill Test (Qualifying)	-	50 marks	one hour	<b>Minimum qualifying mark is 25. Candidates two times of the vacancy category wise as per the advertisement securing minimum qualifying mark in the computer skill test shall be shortlisted for certificate verification basing on the sum total of marks in the main written exam and computer skill test.</b>
Stage-IV	Certificate verification	-	-	-	The candidates found suitable in certificate verification shall be considered for preparing the merit list. The candidate who will not attend in the certificate verification his/her name will be deleted from the merit list.
		<b>Full Marks</b>	<b>300 marks</b>		<b>Stage-II and III only.</b>

### Main Written Examination:

Paper		Duration	Marks	Remarks
Paper-I	<u>Mathematics &amp; Test of Reasoning</u>  (Mathematics-50 marks Test of Reasoning-50 marks)	2 hours	100Marks	Objective type with multiple choices of answers to be held in OMR sheet.
Paper-II	<u>English, General Knowledge &amp; Computer Application (Theory)</u>  (English-40 marks General Knowledge-40 marks Computer Application (Theory)-20 marks)	2 hours	100Marks	Objective type with multiple choices of answers to be held in OMR sheet.
Paper-III	<u>Essay &amp; Letters</u> English -25 marks Odia- 25 marks	1 hour	50 Marks	Descriptive
		Total marks	<b>250 marks</b>	

### 1. Syllabus

#### i. Preliminary Examination

A Preliminary examination (of 100 marks, 1 and ½ hrs duration) in General Awareness will be conducted to shortlist candidates numbering about twelve (12) times of the vacancy category wise in order of merit including Special Category for Main Written Examination. The examination will be done in OMR sheet/through CBRT mode as per discretion of the Commission. There shall be negative marking @0.25 marks for each wrong answer. **The examination will be qualifying in nature. There shall be negative marking @0.25 marks for each wrong answer.** For each correct answer one (01) mark will be awarded. There will be a negative marking of 0.25 marks per one wrong answer given. However, no mark will be awarded and no marks will be deducted for any question which is left unanswered.

Questions shall test the candidates knowledge on General Science, Current events, History & Geography of India and Odisha, Literature & Culture, Socio-economic development, Indian Polity, Quantitative Aptitude, Logical ability & Reasoning & Human Rights etc. generally expected from a general Graduate student.





ii. **Main Written examination**

The syllabus of Mathematics, Reasoning, English, General Knowledge, Computer Application (Theory) and pattern of Essay & Letters will be as per the details given below. **There will be negative marking @0 .25 marks for each wrong answer in Paper-I & Paper-II.**

**a. Mathematics**

This section will test the quantitative and Mathematical Skills of the candidate. Question will be asked mainly from the following category. Question shall be of Secondary School standard.

- (i) Arithmetic
- (ii) Algebra
- (iii) Mensuration (2D & 3D)
- (iv) Statistics and Probability

**b. Test of Reasoning/ Mental ability**

This section will test the reasoning abilities and mental aptitude of the candidate. Questions will be asked mainly from the following categories.

**VERBAL**

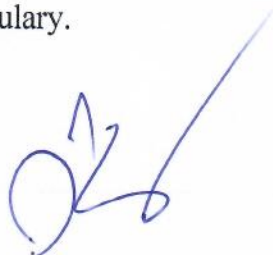
- i. Number Series
- ii. Alphabet Series
- iii. Test of Direction sense
- iv. Coding-Decoding
- v. Number Ranking
- vi. Arithmetic Reasoning
- vii. Problem of Age Calculation
- viii. Analogy
- ix. Decision Making, etc.

**NON-VERBAL**

- i. Non-verbal series
- ii. Mirror Image
- iii. Cubes & Dice
- iv. Grouping Identical Figures
- v. Embedded Figures, etc.

**c. English**

Verb, Preposition, Adverb, Subject-verb agreement, Error Correction/ Recognition, Tenses, Sentence Rearrangement, Articles, Comprehension, Unseen Passages, vocabulary.



**d. General Knowledge**

Current Affairs (National & International), Major Financial/ economic news, Budget & Five year plans, who's who, Sports, Books & Author, Awards & Honours, General Science, Abbreviations, Important Days, International & National Organisations, History, Geography, Civics, Culture.

**e. Computer Application (Theory)**

i. Computer Fundamentals

ii. Windows (MS-Windows)

i. MS OFFICE

a) Word Processing

b) Spread sheet

c) Presentation knowledge (MS-Power point)

ii. Usage of Internet Services

**e. Essay & Letter (Subjective Type)**

i. English Essay on familiar topics- within 250 words and letter writing (application, official letters, business letters) within 150 words.

ii. Odia Essay on familiar topics- within 250 words and letter writing (application, official letters, business letters) within 150 words.

**iii. Computer Practical Skill Test**

The candidates numbering about 3 times of the vacancies from each category in order of merit category wise on the basis of performance in Main Written Examination (i.e. sum total of marks secured in the Paper-I, Paper-II & Paper-III taken together) will be shortlisted for appearing the Computer Practical skill Test. The qualifying mark in the computer skill test is 25 marks out of Full Mark-50. The duration of the Test is one (01) hour.

The Computer Practical Skill Test seeks to test the basic knowledge & skills of computer on following matter.

- i. Windows Operation System,
- ii. MS-Word,
- iii. MS Excel,
- iv. MS Power Point,
- v. MS Access.

**There will be no Viva-voce Test:**

**10. Certificate verification -**

Basing on the performance in the Main Written Examination and Computer Practical Test candidates about 02 (two) times of the vacancies notified, in order of merit category wise shall be shortlisted for certificate verification/ verification of original certificates. Age, Educational qualification, caste, Special category claiming age relaxation etc will be verified to check the