12. THE SCHEME OF EXAMINATION AND DETAILED SYLLABUS

SI No	POST	SYLLABUS FOR COMPUTER BASED TEST (CBT) STAGE-I			STAGE-II
1	ASSISTANT SECRETARY	**MCQ TEST**			INTERVIEW MAX MARKS= 100
		SUBJECT	NO OF QUESTIONS	MARKS	
		(A) GENERAL ASSESSMENT= 100 MARKS			
		General Knowledge and Current Affairs (Bilingual)	20	40	
		Reasoning & Mathematical Ability (Bilingual)	15	30	
		General Hindi & English	15	30	
		Total (A)	50	100	
		(B) DOMAIN KNOWLEDGE AND ASSESSMENT= 300 MARKS			
		Service and Establishment Matter (Bilingual), Retirement Benefits Matter (Bilingual), General Financial Rules -2017, Audit, Purchase, Procurement, Tendering Process and GeM (Bilingual), RTE Act, Education Policy and Schools Administration and Examination Matters (Bilingual), Knowledge of Computers, RTI, Act 2005, ESI, EPF, ID Act, Minimum wages, Bonus, Gratuity, Other Legal Matters and Court Procedures (Bilingual), Principal of Management, HR and Administration (Bilingual), Training and Development (Bilingual), Estate, Housekeeping, Security, Land and Building Management (Bilingual), Vigilance and Enquiries (Bilingual), CGHS and Medical Attendance Rules (Bilingual)	150	300	
		Total (B)	150	300	
		Total (A+B)	200	400	
		TIME DURATION= 3 HOURS			
		TOTAL CUMULATIVE MARKS OF STAGE-I AND STAGE-II = 500			

SI No	Post	SYLLABUS FOR COMPUTER BASED TEST (CBT) STAGE-I			STAGE-II
2	ASSISTANT SECRETARY (IT)	**MCQ TEST**			INTERVIEW MAX MARKS= 100
		SUBJECT	NO OF QUESTIONS	MARKS	
		(A) GENERAL ASSESSMENT= 100 MARKS			
		General Knowledge and Current Affairs (Bilingual)	20	40	
		Reasoning & Mathematical Ability (Bilingual)	10	20	
		General Hindi & English	20	40	
		Total (A)	50	100	
		(B) DOMAIN KNOWLEDGE AND ASSESSMENT= 300 MARKS			
		Windows and Web Application Programming using ASP.NET (C# and Visual Basic), API's, Web Services, HTML/CSS, JSON, SQL, Visual Fox Pro, JSP, Data Security, Data Analysis, LAN/WAN, and Networking Security, Knowledge of Windows/Linux Server	150	300	
		Total (B)	150	300	
		Total (A+B)	200	400	
		TIME DURATION= 3 HOURS			
		TOTAL CUMULATIVE MARKS OF STAGE-I AND STAGE-II = 500			

SL NO	POST	SYLLABUS FOR COMPUTER BASED TEST (CBT) STAGE-I			STAGE-II
3	ANALYST (IT)	MCQ TEST			INTERVIEW MAX MARKS= 50
		SUBJECT	NO OF QUESTIONS	MARKS	
		(A) GENERAL ASSESSMENT= 100 MARKS			
		General Knowledge and Current Affairs (Bilingual)	**20**	**40**	
		Reasoning & Mathematical Ability (Bilingual)	**10**	**20**	
		General Hindi & English	**20**	**40**	
		Total (A)	50	100	
		(B) DOMAIN KNOWLEDGE AND ASSESSMENT= 250 MARKS			
		Knowledge of Android App Development covering: Android Studio, Gradle J Unit, J2SE, XML, JSON, REST API, Firebase API, SQLite, JAVA, Java threads and networking, Spring & Hibernate, OOPS Concepts, Knowledge of RDBMS like Oracle/MS SQL/MongoDB/ PostGres/MySQL, SQL Queries, Stored Procedures, Data interoperability through JSON, XML, Web Services, Familiar with Linux Operating System, Hands on Knowledge Softwares likes Image editing software (Adobe Photoshop), Animation Software (3D Max, Autodesk Maya) for 3D Graphic Designing, Animation, Visualizer, Texturing, Rendering, Rigging, Knowledge of web development using HTML/HTML5, CSS, JavaScript, JQuery, AJAX	**125**	**250**	
		Total (B)	**125**	**250**	
		Total (A+B)	**175**	**350**	
		TIME DURATION= 3 HOURS			
		TOTAL CUMULATIVE MARKS OF STAGE-I AND STAGE-II = 400			

SI No	Post	SYLLABUS FOR COMPUTER BASED TEST (CBT)		
4	JUNIOR HINDI TRANSLATOR	MCQ TEST		
		SUBJECT	NO OF QUESTIONS	MARKS
		(A) GENERAL ASSESSMENT= 100 MARKS		
		General Knowledge and Current Affairs (Bilingual)	**30**	**60**
		Reasoning & Mathematical Ability (Bilingual)	**20**	**40**
		Total (A)	50	100
		(B) DOMAIN KNOWLEDGE AND ASSESSMENT = 200 MARKS		
		History of Hindi and English Literature and Its Development Popular Hindi and English Novel, Play, Story, Essay, Critics and Poetry, Hindi and English Grammar and its usages, Modern Hindi and English Literature and Its Analysis, Art and Skills of Translation, Comparative Literature, Awareness about School Education, Examination Board and its Administration etc.	**100**	**200**
		Total (B)	100	200
		Total (A+B)	150	300
		TIME DURATION= 2 ½ HOURS		

SL NO	POST	SYLLABUS FOR COMPUTER BASED TEST (CBT) STAGE-I			STAGE-II
5	SENIOR ASSISTANT	MCQ TEST			SKILL TEST
		SUBJECT	NO OF QUESTIONS	MARKS	Typing Speed of 40 w.p.m. or equivalent calculated speed on computer i.e. 12000 KDPH.
		(A) GENERAL ASSESSMENT= 100 MARKS			
		General Knowledge and Current Affairs (Bilingual)	20	40	
		Reasoning & Mathematical Ability (Bilingual)	15	30	
		General Hindi & English	15	30	**DURATION: 10 MINUTES**
		Total (A)	50	100	
		(B) DOMAIN KNOWLEDGE AND ASSESSMENT= 200 MARKS			
		Service and Establishment Matter (Bilingual), Retirement Benefits Matter (Bilingual), General Financial Rules -2017, Audit, Purchase, Procurement, Tendering Process and GeM (Bilingual), Principal of Management and Training & Development (Bilingual), Computer Knowledge 'O' Level, School Education, Examination Board and its Administration etc.	100	200	
		Total (B)	100	200	
		Total (A+B)	150	300	
		TIME DURATION= 2 ½ HOURS			

SL NO	POST	SYLLABUS FOR COMPUTER BASED TEST (CBT) STAGE-I			STAGE-II
6	STENOGRAPHER	MCQ TEST			**Dictation** 10 minutes @ 80 w.p.m.
		SUBJECT	NO OF QUESTIONS	MARKS	
		General Knowledge, Current Affairs and General Awareness about the Environment (Bilingual)	30	60	
		Reasoning & Mathematical Ability (Bilingual)	25	50	**Transcription** 50 mts (Eng)/65 mts (Hindi) on computer.
		General Hindi & English	25	50	
		Basic Computer Knowledge	10	20	
		Awareness about School Education, Examination Board and its Administration etc.	10	20	
		Total	100	200	
		TIME DURATION: 2 HOURS			

SL NO	POST	SYLLABUS FOR COMPUTER BASED TEST (CBT)		
7	ACCOUNTANT	MCQ Test		
		SUBJECT	NO OF QUESTIONS	MARKS
		(A) GENERAL ASSESSMENT= 100 MARKS		
		General Knowledge and Current Affairs (Bilingual)	20	40
		Reasoning & Mathematical Ability (Bilingual)	15	30
		General Hindi & English	15	30
		Total (A)	50	100
		(B) DOMAIN KNOWLEDGE AND ASSESSMENT= 200 MARKS		
		Financial Accounting, Accounting Standards, Indirect & Direct - Tax Management, MIS, Costing Techniques, Auditing, Cost & Management Accounting, Financial Management, Management Science, Operation & Project Management Control, Computer Applications in Business, Security Analysis and Investment Management, Management Control System etc, School Education, Examination Board and its Administration etc.	100	200
		Total (B)	100	200
		Total (A+B)	150	300
		TIME DURATION = 2 ½ Hours		

SL NO	POST	SYLLABUS FOR COMPUTER BASED TEST (CBT) STAGE-I			STAGE-II
8	JUNIOR ASSISTANT	MCQ TEST			SKILL TEST
		SUBJECT	**NO OF QUESTIONS**	**MARKS**	A Typing speed of 35 w.p.m. or equivalent speed of 10500 KDPH in English or 30 w.p.m. or equivalent speed of 9000 KDPH in Hindi on Computer. **DURATION: 10 MINUTES**
		General Knowledge, Current Affairs and General Awareness about the Environment (Bilingual)	30	60	
		Reasoning & Mathematical Ability (Bilingual)	25	50	
		General Hindi & English	25	50	
		Basic Computer Knowledge	10	20	
		Awareness about School Education, Examination Board and its Administration etc.	10	20	
		Total	**100**	**200**	
		TIME DURATION: 2 HOURS			

SL NO	POST	SYLLABUS FOR COMPUTER BASED TEST (CBT)		
9	JUNIOR ACCOUNTANT	**MCQ Test**		
		SUBJECT	**NO OF QUESTIONS**	**MARKS**
		(A) General Assessment= 100 Marks		
		General Knowledge and Current Affairs (Bilingual)	25	50
		Reasoning & Mathematical Ability (Bilingual)	15	30
		General Hindi & English	10	20
		Total (A)	**50**	**100**
		(B) Domain Knowledge and Assessment= 100 Marks		
		Introduction of Government Accounting System and Government Budgeting. Fundamental Principles and Basic Concepts of Accounting : Financial Accounting - Nature and scope, Limitations of Financial Accounting, Basic Concepts and Conventions, Generally Accepted Principles. Basic Concepts of Accounting: Single and Double Entry System, Books of Original Entry, Bank Reconciliation, Journal, Ledgers, Trial Balance, Rectification of Errors, Manufacturing, Trading, Profit & Loss Appropriation Accounts, Balance Sheet, Distinction between Capital and Revenue Expenditure, Depreciation Accounting, Valuation of Inventories, Non-profit making organizations' Accounts, Receipts and Payments, Income & Expenditure Accounts, Bills of Exchange, Self-Balancing Ledgers, School Education, Examination Board and its Administration etc.	50	100
		Total (B)	**50**	**100**
		Total (A+B)	**100**	**200**
		TIME DURATION: 2 HOURS		

13. EXPECTED LEVEL OF KNOWLEDGE FOR CONDUCTING CBT EXAMINATION

POST CODE	NAME OF THE POSTS	LEVEL
1/19	ASSISTANT SECRETARY, GROUP- A	Graduate Level
2/19	ASSISTANT SECRETARY (IT), GROUP- A	**For General Assessment** = Graduate Level **Domain Knowledge and Assessment** = Post Graduate level
3/19	ANALYST (IT), GROUP- A	**For General Assessment** = Graduate Level **Domain Knowledge and Assessment** = Post Graduate level
4/19	JUNIOR HINDI TRANSLATOR, GROUP- B	**For General Assessment** = Graduate Level **Domain Knowledge and Assessment** = Post Graduate level
5/19	SENIOR ASSISTANT, GROUP- C	Graduate Level
6/19	STENOGRAPHER, GROUP- C	Graduate Level
7/19	ACCOUNTANT, GROUP- C	Graduate Level
8/19	JUNIOR ASSISTANT, GROUP- C	Senior Secondary Level
9/19	JUNIOR ACCOUNTANT, GROUP- C	Graduate Level