

8. Plan of examination:

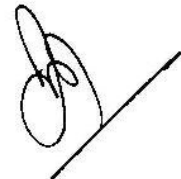
Sl. No	Type of the Examination	Subject/Papers	Marks Allotted	Time Allotted
i	A Combined Preliminary Examination (Qualifying only)	General Awareness	100	1&1/2 hrs
ii	Main Written Examination	Paper-I Language Test in (English & Odia)	100	2 hours
		Paper-II General Knowledge (Objective)	100	1&1/2 hrs
		Paper-III Mathematics and Basic Computer Skills (Both in Objective)	100 100	3 hours
iii	Computer Skill Test (practical)	Basic Computer skill Test	50	1 hour

(i) Preliminary Examination – 100 marks- 1 & ½ hours (Qualifying):-

This is a screening test which will be only qualifying in nature. The Combined Preliminary Examination will be held on General Awareness and will be of objective type with multiple choices of answers to be answered in OMR Sheet. Questions on Current events, History, Geography, General Science, Constitution of India, Human rights, Basic Computer Skill Test, English language/Odia language comprehension etc. as may be commonly expected from +2 qualified person and Arithmetic of High School standard will be set in the examination. The marks obtained in the preliminary examination shall not be taken into account while preparing the final select list.

(ii) Main Written Examination-400 Marks:

Candidates numbering about 12 times (category-wise) vacancies shall be called for appearing the main (Written) examination. The details of Syllabus of Main Written Examination are as follows:-



Syllabus of Main (Written) Examination:-

Paper-I

(a) Language Test (English and Odia)

English Language Test: (50 marks)

- **Grammar (20 marks)** - Verbs, Tenses, Modal, Active and Passive Voice, Subject-verb concord, non-finite verb forms (infinitives and participles), Sentence Structure, Connectors, Types of sentences, Types of Phrases and Clause, Direct & Indirect speech, Comparison, Determiners, Pronouns, Prepositions.
- **Unseen passage**-(400-450 words in length) with a variety of comprehension questions including vocabulary (10 marks)
- **Essay writing**-on familiar topics(within 250 words) (10 marks)
- **Letter writing**-(Personal letter, applications, Business and Official) (Within 150 words) 10 marks

Odia Language Test: (50 marks)

- **Grammar (20 marks)**
Transformation of sentences (02 marks) Affirmative, Negative, Interrogative, Exclamatory, Simple, Compound, Complex.
Transformation of words (noun to adjective and adjective to noun) (02 marks)
Sandhi(02 marks)
Samasa(03 marks)
Antonyms and Synonyms (02 marks)
Correction of common errors in words (03 marks)
Idioms and Phrases (02 marks)
Taddhita and Krudanta(02 marks)
Punctuation marks (02 marks)
- **Composition (20 marks)**
Essay writing on familiar topics and personality (within 250 words) (10 marks)
Letter Writing (Personal letter, applications, Business and Official) within 150 words) (05 marks)
Translation (one English passage of around 100 words to be translated into Odia) (05 marks)
- **Comprehension of an unseen passage ((5x2)= 10 marks)**
Five short questions to be asked.



Paper-II

(b) General Knowledge (100 marks)

In this paper, there shall be a series of questions of different categories like:

- Matching Historical events with dates, personalities and places.
- Geographical facts with places.
- States, countries and institutions with headquarters.
- Books and authors.
- Scientific facts and discoveries with dates, persons and uses.
- Current events with places and personalities.
- Matching questions of miscellaneous type.

Paper-III

(c) Mathematics (100 marks)

- Fractions and Decimals
- Simple Interest and Compound Interest
- Rates and Taxes. Insurance
- Profit, Loss and Discount
- Mixtures
- Partnership
- Problems on Time & Work
- Problems on Time and Distance
- Ratio and Proportion
- 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.

(d) Computer Awareness (100 marks)

- MS Windows: Introduction of Windows
- MS Office: MS Word, MS Power Point, MS Excel & MS Access

Computer Skill Test (practical):

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 WordArt.

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 and 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 Sheets.

(iii) Computer Skill Test-50 marks: (1 hr & Qualifying in nature)

Those who qualify the Main Written Examination shall be called for the Computer Skill Test. The Candidates numbering 3-times of each category on the basis of marks secured in the Main Written Examination will be called for Computer Skill Test which will be of qualifying nature. The Candidates who secure minimum 30 marks in the Computer Skill Test will be considered for preparation of final select list basing on the total marks secured in the Main Written Examination.

Those candidates who are selected in the Computer Skill Test shall be called for verification of their Original Certificates and proof of identity. The candidate who fails to appear in person with the original certificate shall not be considered for selection and their names will be deleted from the select list.

From among the candidates who appear for the verification of documents shall be selected category wise accordingly to the number of vacancies and in order of merit on the basis of marks secured in the main written examination and their names will be sponsored for appointment as Junior Assistant of H.O.Ds and Junior Clerks of Subordinate offices by the Commission in that order. The decision of the Commission in allotment of names to different Appointing Authorities shall be final and no correspondences in this regard shall be entertained.

