

## **SCHEME OF EXAMINATION**

### **(Upper Division Clerk)**

As per the clause 25.5 of Cadre Recruitment Rules for Non-Teaching Posts – Regulations 2025

#### **1. General**

- 1.1 The selection of the candidate shall be through a process of skill test.
- 1.2 The selection criteria of the post will have following stages : -

<b>Stage</b>	<b>Nature</b>	<b>Marks</b>	<b>Time Duration</b>	<b>Remarks if any</b>
1	Skill Test – typing skilled	--*	10 minutes	Speed in English typing @ 35 wpm or speed in Hindi typing @30 wpm (35 wpm and 30 wpm correspond to 10500KDPH/9000KDPH on an average of 5 key depressions for each work)
2	Skill Test – proficiency in computer operations	50	90 minutes	Qualifying marks in this test is 25 Marks (50%). This is only a qualifying test.

**\* Being only qualifying test therefore marks of skill test are not indicated.**

#### **2. Skill Test –proficiency in computer operations**

- 2.1 Noting and Drafting (30 marks for 2 questions) [15 marks for each question]: Noting and Drafting, Circulars, Orders, Notifications, Letter Writing, Forms of Communications.
- 2.2 Computer Proficiency & IT Skills (20 marks for 2 questions) [10 marks for each question]: MS office, Excel, MS-Word, PPT, e-Office operation.
- 2.3 The above proficiency test will be conducted in computer-based mode.

Registrar I/c.