

- II. The age relaxation for Ex-servicemen will be as per Govt. of India Rules.
- III. Ex-servicemen who has put in not less than six months continuous service in Armed Forces (Army, Navy and Air Force) shall be allowed to deduct the period of such service from his/her actual age and if the resultant age does not exceed maximum age limit prescribed for the post by more than three years he/she shall be deemed to satisfy the condition regarding age limit.
- IV. All the concessions mentioned above will be concurrent i.e. If a person is eligible for more than one concession, only one of the concessions of the highest permissible limit, will be granted.
- V. Applicants must satisfy about their eligibility as on 31.12.2020 before applying. The NESTS will take up verification of eligibility conditions with reference to original documents only after the candidates have qualified for skill test/interview.

## 7. SCHEME OF EXAMINATION

**On the basis of number of applications received for the mentioned posts, the mode of Recruitment would be decided by the Competent Authority, NESTS.** In case, number of candidates is less, the NESTS will select suitable persons based on interview after shortlisting of candidates as per the criteria decided by the NESTS.

**Examination pattern will be Computer based test (CBT-MCQ) followed by skill test /interview.** The scheme & syllabus of examination with number of questions and duration of paper for other posts is as under:

### ASSISTANT COMMISSIONER (Scheme & Syllabus for Direct Recruitment)

<b>Test Duration</b>	03 hours		
<b>Total Questions</b>	180 Objective type multiple choice questions		
<b>Total Marks</b>	180 Marks		
	<b>Section Name (Nature of Questions)</b>	<b>Marks per item</b>	<b>No. of items</b>
	<b>Part-I: Reasoning Ability</b> Analogies - Semantic Analogy, Symbolic/Number Analogy, Figural Analogy, Similarities and differences, word building, relationship concepts, Arithmetic number series, - Semantic Series, Number Series, Coding and decoding - Small & Capital letters/numbers coding, decoding and classification	01 mark per question	30 questions
	<b>Part-II: General English</b> Comprehension, one-word substitution, Synonyms and Antonyms, Spelling error, Spotting error in sentences, Grammar- Noun, Pronoun, Adjective, Verb, Preposition, Conjunction, Use of 'A', 'AN' and 'THE', Idioms and Phrases.	01 mark per question	30 questions

<p><b>Part-III: General Knowledge</b>          Indian History, Indian Geography, Indian Economy, Indian Polity &amp; Constitution, Scientific Research, awards, Sports, Current affairs-India &amp; World</p>	<p>01 mark per question</p>	<p>20 questions</p>
<p><b>Part-IV: Contemporary Issues in Education</b></p> <p><b>(a) The Constitutional Context</b></p> <ul style="list-style-type: none"> <li>• Constitutional values and education (Preamble, Fundamental rights and duties)</li> <li>• Right to Free and Compulsory Education 2010 (RTE)</li> <li>• Inclusive Education</li> </ul> <p><b>(b) The Social Context of Educational Policy</b></p> <ul style="list-style-type: none"> <li>• Challenges posed for education by the socio-cultural and economic context</li> <li>• Child labor</li> <li>• Child marriage</li> <li>• Composition of Indian society and its implications for education</li> <li>• Classroom ethos from the perspective of children from diverse socio-cultural and economic backgrounds</li> </ul> <p><b>(c) A Thematic Focus on Educational Policy</b></p> <ul style="list-style-type: none"> <li>• Kothari Commission and the vision of Common Schooling; National Policy on Education 1986</li> <li>• Ramamurthy Committee 1992</li> <li>• Yashpal Report 1993</li> <li>• National Curriculum Framework 2005</li> <li>• Three-language formula</li> <li>• Zakir Hussain Committee</li> <li>• Basic Education</li> <li>• Mudaliar Commission</li> <li>• Skills and vocational education</li> </ul> <p><b>(d) Social and Educational Reform</b></p> <ul style="list-style-type: none"> <li>• Innovations and experiments</li> </ul> <p><b>(e) The System and its Structures</b></p> <ul style="list-style-type: none"> <li>• Schools in India: Types and Affiliation</li> <li>• KVS, NVS, Sainik Schools</li> <li>• Concerns for 'quality' and equity</li> <li>• Management and public participation</li> <li>• NCTE, NCERT, NIOS, Boards of Education etc.</li> </ul>	<p>01 mark per question</p>	<p>30 questions</p>

<p><b>Part-V : Management Aptitude</b>  Management: its nature and scope; The Management Processes; Planning, Organisation, Staffing, Directing and Controlling; The Role of a Manager in an Organisation. Leadership: The Tasks of a Leader; Leadership Styles; Leadership Theories; A successful Leader versus an effective Leader. Human Resource Development: Concept of HRD; Goals of HRD; Performance Appraisal– Potential appraisal and development – Feedback and Performance Counselling – Career Planning – Training and Development – Rewards – Employee Welfare. Motivation, Morale and Incentives: Theories of Motivation; How Managers Motivate; Concept of Morale; Factors determining morale; Role of Incentives in Building up Morale. Communication: Steps in the Communication Process; Communication Channels; Oral versus Written Communication; Verbal versus non-verbal Communication; upward, downward and lateral communication; Barriers to Communication, Role of Information Technology.</p>	01 mark per question	30 questions
<p><b>Part-VI Computer Literacy</b>  Characteristics of Computers, Computer Organisation including RAM, ROM, File System, Input Devices, Computer Software-Relationship between Hardware and Software, Operating System, MS-Office (exposure of Word, Excel/spread sheet, Power point), Information Technology and Society-Indian IT Act, Digital Signatures, Application of information technology in Government for E-Governance, mobile/Smartphone's, Information Kiosks</p>	01 mark per question	5 questions
<p><b>Part-VII:</b>  <b>(a) Administration, Establishment &amp; Finance</b></p> <ul style="list-style-type: none"> <li>-CCS (CCA) Rules</li> <li>-CCS (Conduct) Rules</li> <li>-CCS (Leave) Rules</li> <li>-Fundamental &amp; Supplementary Rules</li> <li>-Pension Rules and New Pension Scheme</li> <li>-Medical Attendance Rules</li> <li>-Provident Fund Rules</li> </ul>	01 mark per question	5 questions 5 questions 5 questions 5 questions 5 questions 5 questions 5 questions

Interview: 100 Marks

Weightage of Written/Online Computer Based Test and Interview - 85:15

**Assistant Commissioner (Finance)**  
**(Scheme & Syllabus for Direct Recruitment)**

<b>Test Duration</b>	03 hours	
<b>Total Questions</b>	180 Objective type multiple choice questions	
<b>Total Marks</b>	180 Marks	
<b>Section name (Nature of Questions)</b>	<b>Marks per item</b>	<b>No. of items</b>
<b>Part-I : Reasoning Ability</b> Analogies - Semantic Analogy, Symbolic/Number Analogy, Figural Analogy, Similarities and differences, word building, relationship concepts, Arithmetic number series, - Semantic Series, Number Series, Coding and decoding - Small & Capital letters/numbers coding, decoding and classification, Figure series, Venn Diagram	01 mark per question	30 questions
<b>Part-II : General English</b> Comprehension, One word substitution, Synonyms and Antonyms, Spelling error, Spotting error in sentences, Grammar - Noun, Pronoun, Adjective, Verb, Preposition, Conjunction, Use of 'A', 'AN' and 'THE', Idioms and Phrases	01 mark per question	20 questions
<b>Part-III : General Knowledge</b> Indian History, Indian Geography, Indian Economy, Scientific Research, awards, Sports, Current affairs-India & World	01 mark per question	20 questions
<b>Part-IV: Financial Administration</b> <ul style="list-style-type: none"> <li>• Maintenance of Cash Book</li> <li>• System and operation of PFMS</li> <li>• Functioning of GEM</li> <li>• Procurement of Goods and Services</li> <li>• Preparation of Bank Reconciliation Statement</li> <li>• Posting of Ledger Accounts</li> <li>• Preparation of Trial Balance and Final Accounts</li> <li>• Principles of Auditing</li> <li>• General Financial rules related to Purchase of general stores/services and awards to contract etc.</li> <li>• Fundamental Rules and Supplementary Rules</li> <li>• CCS (Pension) Rules</li> <li>• T.A.Rules</li> <li>• Medical Attendance Rules</li> <li>• Provident Fund Rules Delegation of Financial Power etc.</li> </ul>	01 mark per question	60 questions
<b>Part –V: Computer Literacy</b> Characteristics of Computers, Computer Organisation including RAM, ROM, File System, Input Devices, Computer Software-Relationship between Hardware and Software, Operating System, MS-Office (exposure of Word, Excel/spread sheet, Power point), Information Technology and Society-Indian IT Act, Digital Signatures, Application of information technology in Government for E-Governance, mobile/Smartphone's, Information	01 mark per question	20 questions

<p><b>Part-VI : Management Aptitude</b>  Management: its nature and scope; The Management Processes; Planning, Organisation, Staffing, Directing and Controlling; The Role of a Manager in an Organisation. Leadership: The Tasks of a Leader; Leadership Styles; Leadership Theories; A successful Leader versus an effective Leader. Human Resource Development: Concept of HRD; Goals of HRD; Performance Appraisal – Potential appraisal and development – Feedback and Performance Counselling – Career Planning – Training and Development – Rewards – Employee Welfare. Motivation, Morale and Incentives: Theories of Motivation; How Managers Motivate; Concept of Morale; Factors determining morale; Role of Incentives in Building up Morale. Communication: Steps in the Communication Process; Communication Channels; Oral versus Written Communication; Verbal versus non-verbal Communication; upward, downward and lateral communication; Barriers to Communication, Role of Information Technology. Types and Affiliation of schools in India, KVS, NVS, Sainik Schools, Concerns for ‘quality’ and equity, NCTE, NCERT, NIOS, Boards of Education etc.</p>	01 mark per question	20 questions
<p><b>Part VII: Awareness about School Education, Examination Board and its Administration etc.</b></p> <ul style="list-style-type: none"> <li>• Constitutional context</li> <li>• The system and its structures –KVS, NVS, Sainik schools, Management, and public participation, NCTE, NCERT, NIOS, Boards of Education etc.</li> </ul>	01 mark per question	10questions

Interview: 100 Marks

Weightage of Written/Online Computer Based Test and Interview - 85:15

**Office Superintendent (Finance)**  
**(Scheme & Syllabus for Direct Recruitment)**

<b>Test Duration</b>	03 hours	
<b>Total Questions</b>	160 Objective type multiple choice questions	
<b>Total Marks</b>	160 Marks	
<b>Section name (Nature of Questions)</b>	<b>Marks per item</b>	<b>No. of items</b>
<p><b>Part-I : Language</b></p> <p><b>1. General English</b>  Comprehension, One word substitution, Synonyms and Antonyms, Spelling error, Spotting error in sentences, Grammar- Noun, Pronoun, Adjective, Verb, Preposition, Conjunction, Use of 'A', 'AN' and 'THE', Idioms and Phrases</p> <p><b>2.General Hindi</b>  तत्सम ,तद्भव,पर्यायवाची ,विलोम, मुहावरे और लोकोक्तियाँ,शुद्ध, अशुद्ध वाक्य,संधि-विच्छेद, अलंकारऔर समास, वचन , लिंग, अनेकार्थीऔर वाक्य के लिए एक शब्द</p>	<p>01 mark per question</p> <p>01 mark per question</p>	<p>10 questions</p> <p>10 questions</p>
<p><b>Part-II: General Awareness &amp; Computer</b></p> <p><b>1.General Knowledge</b>  Indian History, Indian Geography, Indian Economy, Indian Polity &amp; Constitution, Scientific Research, awards, Sports, Current affairs-India &amp; World</p> <p><b>2.Logical Reasoning</b>  Analogies - Semantic Analogy, Symbolic/Number Analogy, Figural Analogy, Similarities and differences, word building, relationship concepts, Arithmetic number series, - Semantic Series, Number Series, Coding and decoding - Small &amp; Capital letters/numbers coding, decoding and classification</p> <p><b>3.Computer Literacy</b>  Characteristics of Computers, Computer Organisation including RAM, ROM, File System, Input Devices, Computer Software-Relationship between Hardware and Software, Operating System, MS-Office (exposure of Word, Excel/spread sheet, Power point), Information Technology and Society-Indian IT Act, Digital Signatures, Application of information technology in Government for E-Governance, mobile/Smartphone's, Information Kiosks</p>	<p>01 mark per question</p> <p>01 mark per question</p> <p>01 mark per question</p>	<p>10 questions</p> <p>10 questions</p> <p>10questions</p>

<p><b>Part-III: Financial Administration</b></p> <p>-Maintenance of Cash Book  -Preparation of bank reconciliation statement  -Posting of ledger accounts  -Preparation of Trial balance and final accounts  -Principles of auditing  -General Financial Rules, 2017 – related to purchase of general stores/services and award of contract etc, Income tax and GST  -Fundamental Rules and Supplementary Rules  -CCS (Pension) Rules &amp; New Pension Scheme  -TA Rules &amp; LTC Rules  -Medical attendance Rules  -Provident Fund Rules  -Delegation of Financial power</p>	01 mark per question	5 questions 5 questions 5 questions 5 questions 10 questions 25 questions  20 questions 10 questions 5 questions 5 questions 5 questions 10 questions
---	----------------------	---

#### Skill Test

<p><b>Computer Proficiency Test</b>  MS Word, MS Excel, MS Access, MS Power Point, Internet and Tally Accounting</p>	<b>100 marks</b>	Qualifying in nature.
--	------------------	-----------------------

Interview - 60 Marks

Weightage of Written/Online Computer Based Test and Interview - 85:15

#### STENOGRAPHER Grade-1

##### (Scheme & Syllabus for Direct Recruitment)

<b>Test Duration</b>	02 hours				
<b>Total Questions</b>	100 Objective type multiple choice questions				
<b>Total Marks</b>	100 Marks				
<b>Section name (Nature of Questions)</b>	<table border="1" style="width: 100%;"> <tr> <td style="text-align: center;"><b>Marks per item</b></td> <td style="text-align: center;"><b>No. of items</b></td> </tr> </table>	<b>Marks per item</b>	<b>No. of items</b>		
<b>Marks per item</b>	<b>No. of items</b>				
<p><b>Part-I: Language</b></p> <p><b>General English</b>  One-word substitution, Synonyms and Antonyms, Spelling error, Spotting error in sentences, Grammar- Noun, Pronoun, Adjective, Verb, Preposition, Conjunction, Use of 'A', 'AN' and 'THE', Idioms and Phrases</p> <p><b>-General Hindi</b></p> <ul style="list-style-type: none"> <li>●तत्सम, तद्भव</li> <li>● पर्यायवाची ,विलोम,</li> <li>●मुहावरे और लोकोक्तियाँ,</li> <li>●शुद्ध,- अशुद्धवाक्य,</li> <li>● संधि-विच्छेद,</li> <li>● अलंकारऔर समास,</li> </ul>	<table border="1" style="width: 100%;"> <tr> <td style="text-align: center;">01 mark per question</td> <td style="text-align: center;">15 questions</td> </tr> <tr> <td style="text-align: center;">01 mark per question</td> <td style="text-align: center;">10 questions</td> </tr> </table>	01 mark per question	15 questions	01 mark per question	10 questions
01 mark per question	15 questions				
01 mark per question	10 questions				

<ul style="list-style-type: none"> <li>• वचन , लिंग,</li> <li>• अनेकार्थीऔर वाक्य के लिए एक शब्द</li> <li>• गद्यांश आधारित प्रश्न</li> </ul>		
<p><b>Part-II: General Knowledge, Current Affairs and General Awareness about the Environment (Bilingual)</b></p> <ul style="list-style-type: none"> <li>• Current Affairs</li> <li>• Authors</li> <li>• Budget</li> <li>• Indian Economy</li> <li>• General Knowledge</li> <li>• Book</li> <li>• History</li> <li>• International &amp; National Organizations</li> <li>• Abbreviations</li> <li>• Environment</li> <li>• Geography</li> <li>• General Science</li> <li>• Awards</li> </ul>	01 mark per question	30 questions
<p><b>Part-III: Reasoning &amp; Mathematical Ability (Bilingual)</b></p> <ul style="list-style-type: none"> <li>• Puzzles</li> <li>• Non-Verbal Reasoning</li> <li>• Verbal Reasoning</li> <li>• Logical Reasoning</li> <li>• Data Sufficiency</li> <li>• Data Interpretation</li> <li>• Analytical Reasoning</li> </ul>	01 mark per question	25 questions
<p><b>Part-IV: Basic Computer Knowledge</b></p> <ul style="list-style-type: none"> <li>• Basics of computer</li> <li>• MS Office</li> <li>• Typing</li> <li>• Internet Usage</li> <li>• Uses of Computer</li> <li>• Computer Tools</li> <li>• Website Surfing</li> <li>• History of Computer</li> </ul>	01 mark per question	10questions
<p><b>Part V: Awareness about School Education, Examination Board and its Administration etc.</b></p> <ul style="list-style-type: none"> <li>• Constitutional context</li> <li>• The system and its structures –KVS, NVS, Sainik schools, Management, and public participation, NCTE, NCERT, NIOS, Boards of Education etc.</li> </ul>	01 mark per question	10questions



## Skill Test

Shorthand: Dictation: 10 minutes @ 100 w.p.m. in English	<b>50 marks</b>	Qualifying in nature.
<b>Typing Test</b> Typing Test only on computer Net typing speed. English – 45 w.p.m. (50 Minutes)	<b>50 marks</b>	
<b>Computer Proficiency Test</b> MS Word, MS Excel, MS Access, MS Power Point, and Internet.	<b>100 marks</b>	

- 1) The candidates are required to qualify shorthand and typing test and secure minimum 40% marks in Computer Proficiency Test.
- 2) There will be no interview for the post of Stenographer Grade-I.

## Stenographer Grade II (Scheme & Syllabus for Direct Recruitment)

<b>Test Duration</b>	02 hours		
<b>Total Questions</b>	100 Objective type multiple choice questions		
<b>Total Marks</b>	100 Marks		
<b>Section name (Nature of Questions)</b>		<b>Marks per item</b>	<b>No. Of items</b>
<b>Part-I : Language Proficiency Test</b>			
<b>General English</b> Comprehension, One word substitution, Synonyms and Antonyms, Spelling error, Spotting error in sentences, Grammar- Noun, Pronoun, Adjective, Verb, Preposition, Conjunction, Use of 'A', 'AN' and 'THE', Idioms and Phrases		01 mark per question	20 questions
<b>General Hindi</b> गद्यांश आधारित प्रश्न, तत्सम ,तद्भव,पर्यायवाची , विलोम, मुहावरे और लोकोक्तियाँ, शुद्ध अशुद्ध वाक्य, संधि-विच्छेद, अलंकारऔर समास, वचन, लिंग, अनेकार्थीऔर वाक्य के लिए एक शब्द		01 mark per question	20 questions
<b>Part-II: General Awareness &amp; Computer Literacy</b>			
<b>General Knowledge</b> (i) Indian History, Indian Geography, Indian Economy, Indian Polity & Constitution, Scientific Research, awards, Sports, Current affairs-India & World		01 mark per question	15 questions
<b>Logical Reasoning</b> (ii) Analogies - Semantic Analogy, Symbolic/Number			

<p>Analogy, Figural Analogy, Similarities and differences, word building, relationship concepts, Arithmetic number series, - Semantic Series, Number Series, Coding and decoding - Small &amp; Capital letters/numbers coding, decoding and classification</p> <p><b>Computer Literacy</b>  Characteristics of Computers, Computer Organisation including RAM, ROM, File System, Input Devices, Computer Software-Relationship between Hardware and Software, Operating System, MS-Office (exposure of Word, Excel/spread sheet, Power point), Information Technology and Society-Indian IT Act, Digital Signatures, Application of information technology in Government for E-Governance, mobile/Smartphone's, Information Kiosks</p> <p><b>Quantitative Aptitude</b>  Number System, Time and Work, Averages, Percentages, Profit and loss, Ratio and Proportions, Simple and Compound Interest, Time and Distance</p>	<p>01 mark per question</p> <p>01 mark per question</p> <p>01 mark per question</p>	<p>15 questions</p> <p>15 questions</p> <p>15 questions</p>
--	---	---

### Skill Test

<p><b>Shorthand:</b> Dictation: 10 minutes  <b>English</b> -@ 80 w.p.m.  <b>Hindi</b> -@ 80 w.p.m.</p>	<p><b>50 marks</b></p>	<p>Qualifying in nature.</p>
<p><b>Transcription / Typing Test</b>  Typing Test only on computer  Net typing speed. English – 40 w.p.m. or Hindi – 35 w.p.m.  <b>English</b> - 50 minutes (Eng.)  <b>Hindi</b> - 65 minutes (Hindi)</p>	<p><b>50 marks</b></p>	
<p><b>Computer Proficiency Test</b>  MS Word, MS Excel,  MS Access, MS Power Point,  and Internet.</p>	<p><b>100 marks</b></p>	

- 1) The candidates are required to qualify shorthand and typing test and secure minimum 40% marks in Computer Proficiency Test.
- 2) There will be no interview for the post of Stenographer Grade-II.

**Office Assistant  
(Scheme & Syllabus for Direct Recruitment)**

<b>Test Duration</b>	03 hours	
<b>Total Questions</b>	160 Objective type multiple choice questions	
<b>Total Marks</b>	160 Marks	
<b>Section name (Nature of Questions)</b>	<b>Marks per item</b>	<b>No. Of items</b>
<p><b>Part-I : Language (20 questions)</b></p> <p><b>General English</b> One-word substitution, Synonyms and Antonyms, Spelling error, Spotting error in sentences, Grammar- Noun, Pronoun, Adjective, Verb, Preposition, Conjunction, Use of 'A', 'AN' and 'THE', Idioms and Phrases</p> <p><b>General Hindi</b></p> <ul style="list-style-type: none"> <li>• तत्सम, तद्भव</li> <li>• पर्यायवाची ,विलोम,</li> <li>•मुहावरे और लोकोक्तियाँ,</li> <li>•शुद्ध,- अशुद्धवाक्य,</li> <li>• संधि-विच्छेद,</li> <li>• अलंकारऔर समास,</li> <li>• वचन , लिंग,</li> <li>• अनेकार्थीऔर वाक्य के लिए एक शब्द</li> <li>• गद्यांश आधारित प्रश्न</li> </ul>	01 mark per question	10 questions
<p><b>Part-II: General Awareness &amp; Computer Literacy (30 questions)</b></p> <p><b>General Knowledge</b> Indian History, Indian Geography, Indian Economy, Indian Polity &amp; Constitution, Scientific Research, awards, Sports, Current affairs-India &amp; World</p> <p><b>Logical Reasoning</b> Analogies - Semantic Analogy, Symbolic/ Number Analogy, Figural Analogy, Similarities and differences, word building, relationship concepts, Arithmetic number series, - Semantic Series, Number Series, Coding and decoding - Small &amp; Capital letters/numbers coding, decoding and classification</p> <p><b>Computer Literacy</b> Characteristics of Computers, Computer Organisation including RAM, ROM, File System, Input Devices, Computer Software-Relationship between Hardware and Software, Operating System, MS-Office (exposure of Word, Excel/spread sheet, Power point), Information Technology and Society-Indian IT Act, Digital</p>	01 mark per question	10 questions
	01 mark per question	10 questions
	01 mark per question	10 questions

Signatures, Application of information technology in Government for E-Governance, mobile/Smartphone's, Information Kiosks		
<p><b>Part-III:</b>  <b>(a) Administration, Establishment &amp; Finance (90 questions)</b></p> <ul style="list-style-type: none"> <li>-CCS (CCA) Rules</li> <li>-CCS (Conduct) Rules</li> <li>-CCS (Leave) Rules</li> <li>-Fundamental &amp; Supplementary Rules</li> <li>-Pension Rules and New Pension Scheme</li> <li>-Medical Attendance Rules</li> <li>-Provident Fund Rules</li> </ul> <p><b>(b) Comprehension (20 questions)</b></p> <ul style="list-style-type: none"> <li>-English</li> <li>-Hindi</li> </ul>	<p>01 mark per question</p> <p>01 mark per question</p>	<p>15 questions  15 questions  10 questions  20 questions  10 questions  10 questions  10 questions</p> <p>10 questions  10 questions</p>

### Skill Test

<b>Computer Proficiency Test</b> MS Word, MS Excel, MS Access, MS Power Point, and Internet.	<b>100 marks</b>	Qualifying in nature.
---	------------------	-----------------------

- 1) There will be no interview for the post of Office Assistant.
- 2) The candidates are required to secure minimum 40% marks in Computer Proficiency Test.

### Multitasking Staff (Scheme & Syllabus for Direct Recruitment)

<b>Test Duration</b>	02 hours
<b>Total Questions</b>	50 Objective type multiple choice questions

<b>Total Marks</b>	50 Marks		
<b>Section name (Nature of Questions)</b>			
		<b>Marks per item</b>	<b>No. of items</b>
<b>A. WRITTEN EXAMINATION</b>			
<b>Sections</b>	<b>Section name</b>	<b>Marks per item</b>	<b>Total Marks</b>
<b>Part-1 General English</b>		1 mark each	10 Marks
<ul style="list-style-type: none"> <li>a. Spot the error</li> <li>b. Fill in the blanks</li> <li>c. Synonyms/ Homonyms</li> <li>d. Antonyms</li> <li>e. Spellings</li> <li>f. Detecting Mis-spelt words</li> <li>g. Idioms and phrases</li> <li>h. One-word substitutions</li> <li>i. Improvement</li> <li>j. Shuffling of sentence parts</li> <li>k. Shuffling of Sentences in a passage</li> <li>l. Close passage</li> <li>m. Comprehension passage</li> </ul>			
<b>Part-2 General Awareness</b>		1 mark each	10 Marks
<ul style="list-style-type: none"> <li>a. Indian Constitution</li> <li>b. Awards and Honors</li> <li>c. Books</li> <li>d. Culture</li> <li>e. General Politics</li> <li>f. Current events</li> <li>g. Economic Scene</li> <li>h. Geography</li> <li>i. History</li> <li>j. Sports and Games.</li> </ul>			
<b>Part-3 Numerical Ability</b>		1 mark each	10 Marks
<ul style="list-style-type: none"> <li>a. Number Systems</li> <li>b. Computation of Whole Numbers</li> <li>c. Decimals and Fractions</li> <li>d. The relationship between Numbers</li> <li>e. Fundamental arithmetical operations</li> <li>f. Percentages</li> <li>g. Ratio and Proportion</li> <li>h. Averages</li> <li>i. Interest</li> <li>j. Profit and Loss</li> <li>k. Discount</li> </ul>			

l. Use of Tables and Graphs m. Mensuration n. Time and Distance o. Ratio and Time p. Time and Work.		
<b>Part-4 General Intelligence</b> a. Similarities and Differences b. Analysis c. Space Visualization d. Decision Making e. Problem Solving f. Observation g. Judgment h. Figure Classification i. Visual Memory j. Number Series k. Relationship Concepts l. Non-Verbal Series m. Arithmetical Computation n. Analytical Functions	1 mark each	20 Marks
<b>Total</b>	<b>50</b>	<b>50 Marks</b>

### Descriptive Test

<b>Short Essay/Letter in English or any Language included in 8th Schedule of the Constitution</b>	50 Marks	30 Minutes
---	----------	------------

There will be no interview for the post of MTS.

**Paper-II** will be of descriptive type in which the candidate will be required to write a short essay or letter in English or any language included in the VIII Schedule of the Constitution.

**Paper-II** will only be of qualifying in nature and is intended to test elementary language skills in view of categorization of the post as Group-C and in view of job requirements. However, marks scored by the candidates in Paper-II will be used to decide merit in case more than one candidate score equal normalized marks in Paper-I.

**Paper-II** will be held only for those candidates who meet the cut-off prescribed by the Commission in Paper-I for different categories.

**Note-1:** The posts requires the candidate(s) to undergo Skill Test/Final Stage, the candidate(s) will be shortlisted for SKILL TEST in the ratio of 1:10 of posts advertised, as the case may be. The cut-off marks criteria may be increased/decreased subject to number of candidate(s) qualifying for the final stage.

**Note-2:** The provisional merit list for the post of Stenographer Grade-I/II, Office Assistant shall be drawn on the basis of marks scored in CBT/written exam (stage-I) only for the candidates who have