

proof. (Aadhar, Voter ID, PAN Card or any other ID Card issued by Government Authority), Certificate of computer proficiency, Caste certificate along with Domicile certificate (**If Applicable**), EWS Certificate issued by Competent Authority (**If Applicable**), Supporting documents for Ex-Servicemen/ Ward of Freedom Fighter/Employee of Bihar Government Certificate/ in support of extra qualification, No Objection Certificate from current employer (**If applicable**).

7. Examination Fee: - Candidates are required to pay Examination fee only through online mode.

Sl. No.	Category	Examination Fee
1	General, BC, EBC, EWS	Rs. 800
2	Scheduled Caste, Scheduled Tribe and Physical Handicapped	Rs. 400

8. Procedure of selection: -

The recruitment process shall comprise of three stages Preliminary Test, Written Test and Interview.

A. Preliminary Test

The committee may organize preliminary test on the basis of multiple-choice objective questions for screening the candidates, depending upon the number of candidates applying for the post.

B. Written Test (90 Marks)

The written test shall comprise of descriptive and objective type questions.

C. Interview (10 Marks)

Syllabus of Written Test

The **written test** shall consist of the following subjects: -

- A. **English Language and Grammar (20 Marks)**: - Letter Writing, Essay, Precis, Comprehension and Vocabulary.
- B. **Hindi Language and Grammar (20 Marks)**: - Consisting of Letter Writing, Essay, Precis, Comprehension and Vocabulary.

*Ram/9
13-9-2011*

- C. **General Knowledge and Current Affairs (15 Marks):** - In this section questions will be based on History, Civics, Geography, Everyday Science, Constitution of India, Legal Terminology.
- D. **Mathematics of matriculation standard (10 Marks):** - The test shall comprise questions on topics viz. BODMAS, Simple Calculations, Problem based on Time and Distance, Time and Work, Calculation of Simple / Compound Interest, Ration and Proportion.
- E. **Test of Reasoning (Verbal and Analytical type) (10 Marks):** -Problems based on English alphabets, Sitting Arrangement, Blood relationship, Circular Sitting arrangement, Analogy Test, Ranking Test, Syllogism, Problems based on Venn-diagram.
- F. **Basic Computer Science (15 Marks):** - History of Computers, Fundamentals of Computer and terminologies, Computer abbreviations, Basis of Hardware and Software, Keyboard shortcuts, Operating system basics, Basic Functionalities of MS-Office (Word, Excel and Power-Point), Internet terms and services, Networking and communication, Security Tools and Viruses.

The **Minimum qualifying marks will be 40%** in the written examination. The category wise cut-off marks shall be decided by the Committee in accordance with reservation policy, existing rules and number of vacancies.

The **Preliminary examination** shall comprise of Multiple-Choice Objective questions based upon the syllabus/subjects provided for written examination.

The marks obtained in the preliminary examination by the candidates who are declared qualified for admission to the Main (Written) Examination will not be counted for determining their final order of merit.

The marks obtained in the Interview will be added to the marks obtained in the Main (Written) Examination and candidates' position will depend upon the aggregate of both.

Upon completion of the selection process including any written, proficiency, or other tests and interview, a panel of successful candidates in consonance with the reservation policy of the State Government shall be notified on the basis of results to be prepared on the norms formulated by the

Ramya
13.9.2021