

Exam Syllabus of various Group 'C' Administrative posts for Recruitment against Advt. No. 9002(29)/2021

The eligible candidates shall have to be appeared primarily for Skill / Practical Test for the posts mentioned below:

1. Assistant (F&A),
2. Machine Mechanic,
3. Stenographer Gr.-III,
4. Junior Assistant and
5. Lab Assistant

The skill test shall be of qualifying nature only. Thereafter, only those applicants who qualify the skill test shall be allowed to appear in written test. The final selection shall be made on written test only.

In case of the post of Junior Assistant, Preferential weightage of 05 Marks shall be granted to the applicants having Diploma/Degree in Computers in final selection.

**Qualifying Criteria for Overall Written Test: 50% marks for General Candidates
45% marks for Reserved Category Candidates**

S. No.	Name of the cadre	Level & Type of questions
1	Machine Mechanic	<p>Level of questions: Diploma / 10+2</p> <p><u>Written Test</u></p> <p>40% questions from the below mentioned subjects/ area (Multiple Choice Questions)</p> <ul style="list-style-type: none"> • General English • Reasoning Ability • Numerical Ability • General Knowledge • Basic Computer Knowledge <p>60% questions from Core Competency (Multiple Choice Questions)</p> <p>Diploma / ITI level of related course for technical competency.</p> <ul style="list-style-type: none"> • Understanding of Machine functions, operation parameters. • Mechanics (Motors), Lubrication, Troubleshooting etc. • Maintenance and safety requirements • Basic knowledge of computerized machinery. • Basic knowledge of English <p>Skill / Practical Test (Qualifying in nature) (100 Marks):</p> <ul style="list-style-type: none"> • Use of tools • Operative efficiency • Care and handling • Demonstration ability • Exercise on machine operations & sample development related to apparel industry <p>(Minimum 50% marks shall be mandatory for qualifying the Skill / Practical Test)</p>

S. No.	Name of the cadre	Level & Type of questions
2	Stenographer Gr.-III	<p>Level of Questions: Staff Selection Commission Stenographer's Test</p> <p><u>Written Test</u> Multiple Choice Questions from the below mentioned subjects/ area:</p> <ul style="list-style-type: none"> • General English • Reasoning Ability • Numerical Ability • General Knowledge • Computer Knowledge <p>Skill / Practical Test (Qualifying in nature):</p> <ul style="list-style-type: none"> • Minimum speed of 80 wpm in shorthand and 40 wpm in typing
3	Junior Assistant	<p>Level of Questions: Staff Selection Commission LDC Test (10+2 Level)</p> <p><u>Written Test</u> Multiple Choice Questions from the below mentioned subjects/ area:</p> <ul style="list-style-type: none"> • General English • Reasoning Ability • Numerical Ability • General Knowledge • Basic Computer Knowledge <p>Skill / Practical Test (Qualifying in nature):</p> <ul style="list-style-type: none"> • Typing speed Test of minimum 30 wpm in English or 25 wpm in Hindi
4	Lab Assistant	<p>Level of Questions: ITI / 10+2</p> <p><u>Written Test</u> 40% questions from the below mentioned subjects/ area (Multiple Choice Questions)</p> <ul style="list-style-type: none"> • General English • Reasoning Ability • Numerical Ability • General Knowledge • Basic Computer Knowledge <p>60% questions from Core Competency (Multiple Choice) Questions in Written Test</p> <ul style="list-style-type: none"> • Knowledge and understanding of departmental lab and machine & Equipments. • Understanding of material requirements for various lab activities. • Maintenance and Safety requirements. • Basic knowledge of English <p>Skill / Practical Test (Qualifying in nature): (100 Marks)</p> <ul style="list-style-type: none"> • Ability to demonstrate. • Handling of tools & Equipments • Exercise of given task. <p>(Minimum 50% marks shall be mandatory for qualifying the Skill / Practical Test)</p> <p>Skill / Practical Test (Qualifying in nature): (100 Marks) For IT</p> <ul style="list-style-type: none"> • Practical – Software installation & equipment installation <p>(Minimum 50% marks shall be mandatory for qualifying the Skill / Practical Test)</p>

S. No.	Name of the cadre	Level & Type of questions
5	Assistant (F&A)	<p>Level of questions: B.Com. level Test</p> <p><u>Written Test</u></p> <p>50% Multiple Choice Questions from the below mentioned subjects/ area:</p> <ul style="list-style-type: none"> • General English • Reasoning Ability • Numerical Ability • General Knowledge • Computer Knowledge <p>50% Multiple Choice Questions from the below mentioned subjects/ area:</p> <ul style="list-style-type: none"> • Core Competency of Accounting & Finance and Accounting Software <p>Skill / Practical Test (Qualifying in nature): (100 Marks)</p> <ul style="list-style-type: none"> • Working Knowledge of Tally Accounting Software <p>(Minimum 50% marks shall be mandatory for qualifying the Skill / Practical Test)</p>