

Scheme of Examination for the post of Junior Assistant on Contractual Basis

The following shall be the scheme of Examination, components of written test and its syllabus for recruitment to the post of Junior Assistant.

A. Scheme of the Examination:

Written Test			
	Type of Examination	Time:	Max Marks:
Paper-I	MCQ Type	3 hours	200 (200 questions)
Paper-II	Essay & Comprehension Test	1 hour	100
Total Marks			300

B. Test Components:

Paper-I	TEST COMPONENTS	DURATION : 3 Hours	
		No. of Questions	Marks
(i)	General Awareness	40	40
(ii)	Reasoning Ability	40	40
(iii)	Mathematical Ability	40	40
(iv)	Language English or Hindi	40	40
(v)	Financial Accounting	40	40
TOTAL =		200	200

Paper- II	TEST COMPONENTS	DURATION : 1 Hours
	Essay, Comprehension & Letter Writing	100
	Total =	100

SKILL TEST	TEST COMPONENTS	DURATION : 1 Hours
	i. Typing Test	Qualifying speed shall be at least 40 w.p.m, which will be tested on a computer (PC).
	ii. Computerised Accounting System on Tally ERP.9	Minimum 50 % qualifying marks

C. Syllabus:

Paper-I :

- (i) **General Awareness:** Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions relating to India and her neighbouring countries, especially pertaining to History, Indian Polity & Constitution. Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations/Institutions, events, Taxation, etc.
- (ii) **Reasoning Ability:** The syllabus includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and verbal and figure classification, arithmetical number series etc.

- (iii) **Mathematical Ability:** The test will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphics, etc.
- (iv) **Test of English or Hindi:** In addition to the testing of candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.
- (v) **Financial Accounting:** Principles and Conventions of Accounting, Accounting Standards, Accounting Process including Journal Entry, Ledgers Posting, Rectification of Errors, Depreciation, Inventory, Trial Balance, Adjustment Entry, Final Accounts, Books of Accounts of non-profit organizations, Ratio Analysis, Cash Flow & Fund Flow.

Paper- II:

Essay, Comprehension & Letter Writing: This test is meant of testing the applicability and correct usage of the language, where the candidates would be assessed through essay writing, comprehension and letter writing, situation test analysis etc.

Skill Test:

The practical test on accounting package and typing test shall be a skill test, which shall be qualifying in nature and no additional credits for the same shall be allocated.

Note:

1. The question paper should be bilingual (English and Hindi) and the applicant will have the option to respond in either of the language. However, he same medium of language must be used throughout.
2. The questions in the written test will be of the level of degree/diploma/examination which is defined as the minimum eligibility for the respective post.
3. The minimum qualifying marks for Paper I and Paper II separately shall 45% for the unreserved post.
4. Answer script of Paper-II of a candidate would be evaluated only if the candidate qualifies in Paper-I.
5. Merit shall be drawn only for candidates who qualify Paper-I, Paper-II and Skill Test separately. The Merit shall be drawn on the basis of combined scores of Paper-I and Paper-II only.
6. In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
 - a) The candidate having more marks in aggregate in the examination/degree/diploma which is defined as the minimum eligibility for the respective post will be given preference.
 - b) In case of further bunching/bracketing of candidates, candidate senior in age will be given preference.
 - c) In case of option at (a) and (b) is exhausted, it will be decided through draw of lots.


ACTING PRINCIPAL