Senior Assistant

Selection process for Senior Assistant

1. Stage-I (Screening Test): A screening test shall be conducted in the first phase in form of multiple choice written test. Written test shall be of **90 minutes'** duration comprising of **75 questions**. Each **correct answer will be awarded One [1] mark** and for each **wrong answer One-fourth [1/4] mark shall be deducted**. Screening test shall consist of questions on **General English**(Tenses, Active and Passive, Direct and Indirect speech, Punctuation, Correction of sentences, One word substitutes, Modals, Articles, Clauses, Synonyms, Antonyms, Idioms and Phrases); **Numerical Aptitude Arithmetic**(Simplification of Fractions, Simple and Compound Interest, Profit and Loss, Percentage, Averages, Number System, Time and Work, Problems on Trains, Calendar, Area, Problems on Numbers, Square root, Cube root, Time and Distance and Other basic Arithmetic related matters);**Reasoning and Data Interpretation** (Number Series Compilation, Missing Number finding, Pattern series, Direction Sense Test, Series Compilations, Classification, Missing Character finding, odd man out, Blood relations, Analogy, Coding and Decoding, Letter and Symbol Series, Verbal reasoning, Statement and Conclusions, Letter and Symbol Series, Logical Problems, Arithmetic reasoning, Logical Sequence of words, Pie Chart and Bar Chart).

Eligible candidates **Ten Times** of the positions in each category will be screened for the Stage-II subject to the fulfillment of all educational qualification etc. as per the Recruitment Rules-2019.

Stage-II (Skill test)

2. Stage-II (Skill Test): The skill test will be of qualifying nature.

Sr. Assistant: - Typing speed test shall be conducted as per guidelines of Govt. of India, DoPT, New Delhi. Typing speed test (10 minutes' duration) shall be held on computer to access minimum typing speed of 35 correct words per minute in English or Hindi as per preference of the candidate.

The candidates, who will qualify the skill test, will be called for the final written test. The candidates appearing in the written test must ensure their eligibility for the particular category of post. The documents in support of their eligibility shall be verified before the Final test. If any candidate will not have requisite qualification etc. as per the post for which he is appearing will not be allowed to sit in the final test (Stage-III).

Stage-III (Final test)

3. **Stage-III (Final Test): Final written test** shall be of 2 hours duration comprising of 100 multiple choice questions.

Each **correct answer will be awarded One [1] mark** and for each **wrong answer One-fourth [1/4] mark shall be deducted**. Only those who are screened in after the Screening test [Stage –I] and qualify the Skill Test [Stage-II] will be allowed to appear in the Final Test [Stage III]. The minimum passing marks in Final test will be [UR:30%; EWS:27%; OBC:27%; SC;20%; ST:20%; PwD:15%].

The final merit list shall be drawn on the basis of the stage-III written test.

Syllabus for written test shall be as under:

- General English and General Hindi
- Quantitative Aptitude
- Reasoning
- General Knowledge and Current Affairs
- Applications of Computer Software like MS-Word, Excel, Power Point, Tally etc. used in day-to-day office work.
- Internet, email and various online tools used in day-to-day office work.
- Questions relating to the Office Procedure and basic questions on the service matters, leave, purchase, LTC and other relevant GOI Rules