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8. Procedure of selection: - The recruitment process shall comprise of three stages Preliminary Test, Written Test, Stenography Test and Viva Test.

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 and (90 Marks) and Stenography Test

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

C. Interview (10 Marks)

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

- A. **English Language and Grammar (25 marks):** - Common errors, Fill in the Blanks, Synonyms / Antonyms, Spelling / Detecting mis-spelt words, Idioms & Phrases, One word substitution, Improvement of Sentences, Active / Passive Voice, Verbs, Shuffling of Sentences Parts.
- B. **Hindi Language and Grammar (25 marks):** - विपरीतार्थक शब्द / समानार्थक शब्द, सामान्य वाक्य शुद्धि, वर्तनी जाँच, लोकोक्ति एवं मुहावरे, अनेक शब्दों के बदले एक शब्द।
- C. **General Knowledge and Current Affairs (10 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,

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Problem based on Time and Distance, Time and Work, Calculation of Simple / Compound Interest, Ration and Proportion.

- E. **Basic Computer Science (20 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.

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