

SYLLABUS

POST CODE 01 - Personal Assistant

Test - 1 : Objective Type written Examination (Duration 90 Minutes) Examination will carry 100 questions Note: There shall be no negative marking on wrong answer in Test-1	SUBJECTS		100 Marks
	(A)	Hindi	
	(B)	English	
	(C)	General Studies	
	(D)	Mathematics	
Test- 2 : Hindi/English Computer Type Test 25/30 words per minute for Hindi/English typewriting on computer.			25 Marks (For Hindi Typing) 25 Marks (For English Typing)
Test- 3 : Hindi/English Shorthand Test For Hindi Personal Assistants :- 80 w.p.m. in Shorthand in Hindi and 30 w.p.m. in Typing in Hindi on computer. For English Personal Assistants :- 100 w.p.m. in Shorthand in English and 40 w.p.m. in Typing in English on computer			50 Marks

POST CODE 02 - Class-III

Test-1 Off-line Examination (Time: 90 minutes) Examination will carry 100 questions	SYLLABUS		Maximum Marks
	(Paper will consist of the following)		100
	(A)	Hindi	
	(B)	English	
	(C)	General Studies	
	(D)	Mathematics	
Test-2 Hindi/English Computer Type Test 25 /30 w.p.m. for Hindi / English Typewriting on Computer			25 Marks (for Hindi Typing). 25 Marks (for English Typing).

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POST CODE 03 - (Class-IV : Orderly and Peon)

POST CODE 03 - (Class-IV : Orderly and Peon)			
<u>Written Examination</u> (Time: 90 Minutes) Examination will carry 100 questions.	SUBJECTS		Maximum Marks
	(A)	Hindi	100
	(B)	English	
	(C)	General Studies	
	(D)	Mathematics	

POST CODE 04 - Contractual ICT

Post Code	Post Name	Qualification
04	Contractual ICT Posts (IT Supporting Staff)	<p>Candidates should have Working knowledge of UNIX/Open Source Software/Windows NT/Oracle and other RDMS packages/programming languages with the following minimum educational qualification-</p> <p>(a). B.E.(Computer Science or related subject) or equivalent higher qualification from a recognized University/Institution. OR</p> <p>(b). M.C.A. /M.Sc. (Computer Science or related subject) from recognized University/Institution. OR</p> <p>(c) Second Class Bachelors Degree from a recognized University with 'B' level course certificate from DOEACC/NIELIT.</p>