

PARA 8: METHOD OF SELECTION.

i. Preliminary Test will consists of :

1. General English – 50 marks
 2. General Awareness & Aptitude – 100 Marks
- The questions will be Objective type and OMR sheets will be used.

ii. Typing speed, computer skill/knowledge

1. Composition, letter writing Formal/Semi-formal, drafting of official letters, preparation of power point, typing speed test, use of spreadsheet, Microsoft Excel & editing in Microsoft word.

Practical/written test will be conducted in desktops only. No request for handwritten answer scripts will be entertained.

iii. Personal interview

1. Those candidates who have been declared passed/successful in the Practical/Computer test will be called for the personal interview.
2. Before the Personal Interview the original documents & application of the candidate will be scrutinised.

***For any queries contact**

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