PATTERN FOR THE EXAMINATION:

1. A Common Written Test in MCQ pattern for 100 marks will be conducted for both the posts of LDC and Stenographer Gr. D.
2. The Written Test Question Paper will contain 100 MCQ questions with 1 (One) Mark each.
3. For a correct answer 1 (One) mark will be awarded.
4. For a wrong answer or for marking more than one option for a question, 0.25 marks will be deducted.
5. No marks will be awarded / deducted for an unanswered question.
6. The MCQ mode Written Test will be conducted using OMR Answer Sheet.
7. The Written Test in MCQ pattern will be conducted from 10 a.m. to 11 a.m.
8. Computerised evaluation of the Answer sheets of the MCQ Pattern Written Test will be conducted soon after the Test.
9. Preparation of Selection Lists for Skill Tests
    a. All these are single vacancies and hence all of them fall under the UR category as per rules.
    b. One Selection List for Skill Test consisting of 10 topmost UR candidates from among the candidates who have applied for the post of LDC against the Employment Notification No. 05/2022 dt. 23.06.2022
    c. One Selection List for Skill Test consisting of 10 topmost UR candidates from among the candidates who have applied for the post of LDC against the Employment Notification No. 07/2022 dt. 26.10.2022
    d. One Selection List for Skill Test consisting of 10 topmost UR candidates from among the candidates who have applied for the post of Stenographer Grade 'D' against the Employment Notification No. 07/2022 dt. 26.10.2022
10. Preparation of Final Rank Lists for the posts of LDC and Stenographer Grade 'D'

    a. One Rank List consisting of the two (2) topmost UR candidates from among the candidates who have applied for the post of LDC against the Employment Notification No. 05/2022 dt. 23.06.2022
    b. One Rank List consisting of the two (2) topmost UR candidates from among the candidates who have applied for the post of LDC against the Employment Notification No. 07/2022 dt. 26.10.2022
    c. One Rank List consisting of the two (2) topmost UR candidates from among the candidates who have applied for the post of Stenographer Grade 'D' against the Employment Notification No. 07/2022 dt. 26.10.2022.

11. The name and register number of these Top 30 candidates will be published in the Notice Board in the Administrative Block on the same day soon after the evaluation of the Answer Sheets of the MCQ Pattern Written Test.

12. These 30 candidates will be directed to appear for the Computer Proficiency Test in MSWord, MS Excel and MS PowerPoint which will be conducted from 02.00 p.m. to 02.30 p.m. on the same day.

13. The Computer Proficiency Test in MSWord, MS Excel and MS PowerPoint will carry 10 marks.

14. After the Computer Proficiency Test these 30 candidates will be directed to appear for the Descriptive Test in English Language which will be conducted from 02.45 p.m. to 03.15 p.m. on the same day.

15. The Descriptive Test in English language will carry 20 marks.

16. A4 Sheet paper will be provided by the Institute for writing the Descriptive Test.

17. After the Descriptive Test the 10 shortlisted candidates for the post of Stenographer Grade 'D' will be directed to appear in the Skill Tests in Shorthand and Typing from 3.30 p.m. to 4.30 p.m. on the same day.

18. The Skill Tests in Shorthand and Typing will carry 20 Marks

19. After the Skill Tests in Shorthand and Typing the 20 candidates who have been shortlisted for the posts of LDC will be directed to appear for the Typing Test for the post of LDC.

20. The Typing Test for the post of LDC will be conducted from 4.45 p.m. to 5.15 p.m. on the same day.

21. Candidates, whose name appear in both the lists of candidates shortlisted for the posts of Stenographer Gr.'D' and Lower Division Clerk, shall have to appear for both the Skill Test in Shorthand and Typing for the post of Stenographer Gr.'D' and the Typing Test for the post of Lower Division Clerk.

22. If any candidate, out of the 30 candidates, who has been shortlisted for the Descriptive Test and Skill Tests, does not appear in those tests he/she will forfeit his/her candidature and claim for appointment to both the posts.

23. Representations/ requests for conduct of the Descriptive Test and Skill Tests at a later date, from any of the candidates, for any reasons whatsoever, will not be entertained.

24. The Final rank List for the post of Stenographer Gr. 'D' will be arrived at by adding the marks of the MCQ Pattern Written test, Descriptive Test in English, Test in Shorthand and Typing and the Computer Proficiency Test in MS Word, MS Excel and MS PowerPoint.

25. The Final rank List for the post of Lower Division Clerk will be arrived at by adding the marks of the MCQ Pattern Written test, Descriptive Test in English, Typing Test and the Computer Proficiency Test in MSWord, MS Excel and MS PowerPoint.

26. The Syllabus and marks for the MCQ Pattern Written Test will be:

English	–	50 marks
General Intelligence and reasoning	–	25 marks
General awareness	–	25 marks
Total	–	100 marks

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27. The syllabus for the Descriptive Test will be a general topic to be written in English language. The Descriptive Test answer is to be written in not less than 150 words and not more than 200 words.

28. The Skill Tests will be conducted in the following manner:

1. Shorthand Test - For the post of Steno Gr.'D'
2. Typing Test - For the post of Steno Gr.'D'
3. Typing Test - For the post of LDC
4. Proficiency Test in MS Word, MS Excel | For both the posts of
   & MS Power Point | Steno Gr.'D' & LDC

29. The Skill Tests will be conducted for both the posts as detailed below:

A. For the post of Stenographer Gr. 'D'

Sl. No.	Name of Test	Duration		Marks
		From	To	
1	Proficiency Test in MS Word, Excel and Power Point	2.00 p.m.	2.30 p.m.	10
2	Descriptive Test in English Language	2.45 p.m.	3.15 p.m.	20
3	Shorthand (80 w.p.m.)	3.30 p.m.	4.30 p.m.	20
4	Typing Test (30 w.p.m.)			

B. For the post of Lower Division Clerk

Sl. No.	Name of Test	Duration		Marks
		From	To	
1	Proficiency Test in MS Word, Excel and Power Point	2.00 p.m.	2.30 p.m.	10
2	Descriptive Test in English Language	2.45 p.m.	3.15 p.m.	20
3	Typing Test (30 w.p.m.)	4.45 p.m.	5.15 p.m.	20

NB: *Candidates, who have applied for both the posts of LDC and Steno Gr.D and whose name appear in the shortlisted candidates for both the posts, shall appear in the Shorthand and Typing Test for the post of Steno Gr.D as well as in the Typing Test for the post of LDC as mentioned above.*

-Sd/-
(प्रो.डॉ.आर. मीनाकुमारी/ /**Prof.Dr.R.Meenakumari**)
निदेशक / **Director**