DRAFT FORMAT

Module-I (Designing of online applciation, conducting of CBT Examiantion and other process.

Sl.No.	Module Details	Unit of Charge	Price
1	Designing of Online application, Acceptance of online application, Centre, Taggining, Generation of Hall Tickets & Roll calls and Results processing	Per candidate	
2	Digital Assessment – CBT (Computer Based (online) Assessment Test) Examination inclusive of CCTV Sureveilance and record.	Per Candidate	
3	Conducting of Silk Test for the candidates qualfied in the CBT examination i.e., Typing Test on computer for the post of Lower Divison Clerk and Upper Division Clerk. Skill Test i.e., Stenograpy Test for the candidates qualfied in the CBT examination for the post of Stenographer and personal Assistant i.e., Computer based Typing Test and Stenography (for the post of Stenographer and Personal Assistant in consulation with concerned state Technical Board)	Per candiate	
4	Helpdesk 1 Person (from the date of publsing the notification till publishing of results Or complletion of recruitment process)	Per month	

Module-II (Preparation of question paper)

Note: Quotation may be submitted post wise
1. **Lower Divilsion Clerk**
2. **Stenographer**
3. **Library clerk**
4. **Library & Inforamtion Assitant**
5. **Upper Division Clerk**
6. **Personal Assitant**

1) **SYLLABUS FOR THE POST OF LOWER DIVISON CLERK AND STENOGRPHER POST**
(Educational qualficiations: 12th std Or Intermediate level)

Sl.No.	Name of the Test	No. of Questions	Maximum Marks	Version	Unit of charge
1	General Intelligence and Reasoning	25	25	English & Hindi	Per set / Per version
2	General Awareness	25	25	English & Hindi	
3	Quantitative Aptitude	25	25	English & Hindi	
4	English Comprehension	25	25	English	
		100	100		

1 (a) **SKILL TEST: COMPUTER BASED TYPING TEST (for the candidates who quailed in the in the CBT examination for the post Lower Division Clerk)**

Sl. No.	Name of the Test	Typing Speed	Duration	Key Depression	Version
1	Computer Based Typing Test	35 w.p.m. in English Or 30w.p.m. in Hindi	10 minutes	(35 w.p.m. and 30 w.p.m. correspond to 0500 KDPH / 9000 KDPH on an average of 5 keys depression for each work)	English Or Hindi

1 (b) **SKILL TEST FOR STENOGRAPHER POST:**
(i) Skill/Shorthand Test: Dictation: 10 minutes at a speed of 80 Words Per Minutes to the candidates qualified in the CBT examination only.
(ii) Transcription: 50 minutes in English Or 65 minutes in Hindi on Computer

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2 SYLLABUS FOR THE POST OF LIBRARY POST
(Educational qualifications: 10th /12th std Or Intermediate level)

Sl.No.	Name of the Test	No. of Questions	Maximum Marks	Version	Unit of charge
1	General Intelligence and Reasoning	25	25	English & Hindi	Per set /Per version
2	General Awareness	25	25	English & Hindi	
3	Quantitative Aptitude	25	25	English & Hindi	
4	Library Information Science	25	25	English	
		100	100		

3) SYLLABUS FOR THE POST OF UPPER DIVISON CLERK POST
(Educational qualficiations: Degree from a recognized university Or Bachelor degree any discipline from a recongnized Unviersity /Board / institute level))

Sl.No.	Name of the Test	No. of Questions	Maximum Marks	Version	Unit of charge
1	General Intelligence and Reasoning	25	25	English & Hindi	Per set / Per version
2	General Awareness	25	25	English & Hindi	
3	Quantitative Aptitude	25	25	English & Hindi	
4	English Comprehension	25	25	English	
		100	100		

3 (a) SKILL TEST: COMPUTER BASED TYPING TEST (for the candidates who quailed in the in the CBT examination for the post Upper Division Clerk)

Sl. No.	Name of the Test	Typing Speed	Duration	Key Depression	Version
1	Computer Based Typing Test	35 w.pm. in English Or 30w.p.m. in Hindi	10 minutes	(35 w.p.m. and 30 w.p.m. correspond to 0500 KDPH / 9000 KDPH on an average of 5 keys depression for each work)	English Or Hindi

4 SYLLABUS FOR THE POST OF LIBRARY & INFORMATION ASSISTANT
(Educational qualifications: Bachelor's Degree in Library Science Or Library & Information Science equivalent to Degree from a recognized university / board level)

Sl.No.	Name of the Test	No. of Questions	Maximum Marks	Version	Unit of charge
1	General Intelligence and Reasoning	25	25	English & Hindi	Per set /Per version
2	General Awareness	25	25	English & Hindi	
3	Quantitative Aptitude	25	25	English & Hindi	
4	Library Information Science	25	25	English	
		100	100		

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5) **SYLLABUS FOR THE POST OF PERSONAL ASSISTANT**
(3 years Bachelor Degree in any discipline / Or Bachelor degree any discipline from a recongnized Unviersity /Board / institute level))

Sl.No.	Name of the Test	No. of Questions	Maximum Marks	Version	Unit of charge
1	General Intelligence and Reasoning	25	25	English & Hindi	Per set / Per version
2	General Awareness	25	25	English & Hindi	
3	Quantitative Aptitude	25	25	English & Hindi	
4	English Comprehension	25	25	English	
		100	100		

5 (b) **SKILL TEST FOR THE POST OF PERSONAL ASSISTANT:**
(i) Dictation: 10 minutes at a speed of 120 Words Per Minutes to the candidates qualified in the CBT examination only.
(ii) Transcription: 60 minutes in English Or 75 minutes in Hindi on Computer

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