

Chapter-5

SELECTION PROCEDURE

5.1 Syllabus & Modalities

There shall be 'SINGLE STAGE' Examination for the post of Computer Assistant, consisting of "TWO PARTS", as mentioned below:

Name of Post	Part-I	Part-II	Syllabus
Computer Assistant	Type : Multiple Choice Objective Questions Mode of : Computer Based Test Exam Total number : 200 of MCQ Maximum Marks : 200 Duration: 03 Hrs (180 Minutes) NO NEGATIVE MARKING NO MINIMUM QUALIFYING MARKS.	Type : Computer Knowledge Test in English Only Mode of : Computer Based Test Exam Maximum Marks : 50 Duration: 20 Minutes NO NEGATIVE MARKING MINIMUM QUALIFYING MARKS : 25 MARKS OUT OF 50 MARKS MINIMUM SPEED: 25 WORDS PER MINUTE IN ENGLISH TYPING ON COMPUTER.	Part-I : Multiple Choice Objective Questions from : (A) General Science (B) History of India (C) Indian National Movement (D) Indian Polity, Economy and Culture (E) Indian Agriculture, Commerce and Trade (F) Population, Ecology and Urbanisation (in Indian Context) (G) World Geography and Geography and Resources of India (H) Current National and International Important Events (I) General Intelligentsia (J) Special Knowledge regarding Education, Culture, Agriculture, Industry, Trade, Living and Social Traditions of Uttar Pradesh (K) Knowledge of General English and General Hindi of Graduation Level (L) Elementary Knowledge of Computers. Part-II : Computer Knowledge Test A candidate shall be provided a text in English of approximately 500 words on computer which he/she shall be required to reproduce on the computer in the same format.

- 5.2 The Part-I and Part-II Examination of each single Candidate, shall be conducted simultaneously in a **SINGLE SHIFT** with a **GAP OF 15 MINUTES**.
- 5.3 The level of the question papers in every shift, in case of multiple shifts, shall be consistent with the educational qualification and syllabus prescribed for the Examination.
- 5.4 It is mandatory for the candidates to appear in all the parts of the Examination.
- 5.5 For the post of Computer Assistant, the question paper of Part-I Multiple Choice Objective Type Test shall be both in English and Hindi languages.
- 5.6 For the post of Computer Assistant, Part-II i.e. the Computer Knowledge Test, the Text shall be provided on computer in English only.
- 5.7 For the post of Computer Assistant, no Interview shall be held for selection.

Chapter-6

MARKING SCHEME

6.1 Part I - Multiple Choice Objective Type Test

- (i) To answer a Multiple Choice Question, the candidate needs to choose one option corresponding to the correct answer or the 'most appropriate answer'.
- (ii) Each correct answer shall carry One (01) Mark.
- (iii) There is no negative marking for incorrect answers.
- (iv) No marks will be given for questions un-answered/un-attempted/attempted for review.
- (v) If a question is found to be incorrect or ambiguous or having more than one answer during the Key Challenge, only those candidates who have attempted the question and chosen one of the correct answers shall be given the mark.
- (vi) In case a Question is dropped due to some technical mistake (error) or any other reason, full mark shall be given to all the candidates.

6.2 Part II - Computer Knowledge Test

- (i) Marks to be deducted on each mistake (error)
[Value of mistake (error): 01 Mistake (Error) = 0.1 marks]
- (ii) Left-out words and spelling mistakes (errors) will be treated as full mistake (error).
- (iii) Typing of Letters, Words, Characters, Symbols or anything other than the contents of passage as asked in question paper shall be treated as full mistake (error).
- (iv) Words typed beyond the prescribed words limit shall be deleted / ignored.
- (v) The evaluated copy must indicate
 - No. of mistakes (errors) made by the candidate
 - Total Marks awarded
- (vi) Marks to be deducted on each mistake (error)
(Value of mistake (error): 01 Mistake (error)=0.1 mark).
- (vii) The Formula would be as under :-

Column-I Number of words with mistake (error)	Column-II Marks to be deducted Value of mistake (error) : 01 Mistake (error) = 0.1 mark
1	0.100
2	0.200
3	0.300
4	0.400
5	0.500
..	..
10	1.000
..	..