

SCHEME OF EXAMINATION AND EVALUATION FOR DEPARTMENTAL CANDIDATES
FOR THE POST OF LOWER DIVISION CLERK (LDC) SCHEDULED ON
SATURDAY, THE 24TH SEPTEMBER, 2016.

1.1. Overview of Scheme of Examination:

- (i) The Examination and Evaluation will be in two Stages.
- (ii) Stage I: Theory Examination with minimum qualifying marks for eligibility to appear in the Skill Test
- (iii) Stage II: Skill Test (Typing) for those who qualify in the Theory Examination
- (iv) Final Merit List of those who qualify in the Skill (Typing) Test with the minimum speed requirements will be based on the Theory Paper marks

1.2. Language of Examination

English or Hindi for both Theory and Typing Examinations

Candidates can choose either of the languages

Candidates can answer the theory papers in one language and take the typing test in another language

1.3. Theory Examination

1.3.1. Nature of Examination

Qualifying Examination for the Typing Test

Candidates will have to score a total of 50% in the Theory Examination to qualify for the typing test

1.3.2. Duration of Theory Examination:

Two Hours (120 minutes)

1.3.3. Number of Papers

Paper I and Paper II

1.3.3.1. Paper I

1.3.3.1.1. Type of Questions in Paper I:

Objective Type: Multiple Choice Questions (MCQs) of Single Response Type (One response out of four correct)

1.3.3.1.2. Duration of Examination for Paper I:

One and half hours (90 minutes)

1.3.3.1.3. Language of Paper I:

English or Hindi

1.3.3.1.4. Mode of Examination:

Computer Based Test

Questions will appear on the screen and answers are to be clicked with the help of a mouse only.

1.3.3.1.5. Division of Questions and Marks Distribution for Paper I:

(i) Language (English or Saamanya Hindi)

30 MCQs of 1 mark each (Total 30 marks for Language)

*The candidate will choose General English or Hindi before start of the examination. Candidates however can see the questions in English or Hindi at any time during the examination. **If candidate wishes to change the option during the course of examination, then the previous choice and answers marked by the candidate will be considered null and void. No extra time will be provided if the candidate changes the option during the examination***

(ii) General Knowledge (English or Hindi)

30 MCQs of 1 mark each (Total 30 marks for General Knowledge)

The candidate will choose General English or Hindi before start of the examination. The language chosen will be default language and the questions will appear in that language. Candidates however can see the questions in English or Hindi translation at any time during the examination.

1.3.3.1.6. Syllabus for Paper I:

(i) Language (English or Saamanya Hindi)

Simple composition and applied grammar in the chosen language.

Please note that since the questions in English and Hindi are related to composition and grammar, they are not literal translations of each other. Therefore the entire division of 30 questions on Language will have to be answered in either English or Hindi as indicated above.

(ii) General Knowledge (English or Hindi)

Knowledge of current events, general information about India and of such matters of every day observation and experience

Please note that since the questions in English and Hindi are translations of each other the candidate can see the questions in either language.

1.3.3.1.7. Marks for Paper I:

Each MCQ shall carry One mark for every correct answer

There is no Negative Marking for incorrect / wrong answer.

Total Marks: 60 marks (Sixty marks)

1.3.3.2. Paper II

1.3.3.2.1. Type of Questions in Paper II:

Subjective Type: Writing of a Short Essay

1.3.3.2.2. Duration of Examination for Paper II:

Half an hour (30 minutes)

1.3.3.2.3. Language of Paper II:

English or Hindi

1.3.3.2.4. Mode of Examination:

Pen and Paper Written Test

Short Essay on the topic provided will have to be written in answer booklets.

Pen will be provided at the Examination Centre.

1.3.3.2.5. Division of Questions and Marks Distribution for Paper II:

A choice of topics will be provided and a short essay should be written on any one topic in English or Hindi of 250-300 words

Marks for Short Essay: 40 marks (Forty marks)

The candidate will choose to answer in English or Hindi. Zero marks will be awarded for answer written in a language other than one opted by the candidate. Further, if answers are written partly in one language and partly in another language, such answer script will not be evaluation and will be awarded zero marks

1.3.3. 2.5. Syllabus for Paper II:

Short Essay (English or Hindi)

Current issues of India

1.3.3.2.6. Marks for Paper II:

Total Marks: 40 marks (Forty marks)

1.3.3.3. Qualifying Marks following Theory Paper I and Paper II:

Total Marks for Paper I: 60

Total Marks for Paper II: 40

Total Marks for Theory Papers: 100

Qualifying Marks for Theory: 50 (50%)

If a candidate does not score a minimum of 50 or more marks (50% or more) combined in Paper I and Paper II he / she shall not be eligible for the subsequent Skill (Typing) Test.

1.4. Skill (Typing) Test

1.4.1. Nature of Examination

Qualifying Examination only

Those candidates who achieve the minimum requirements are considered qualified. However the Accuracy of Typing will be used for resolving ties.

1.4.2. Mode of Examination

Candidates will be evaluated for their typing proficiency in the computer

The text for typing will be provided in the language chosen by the candidate

1.4.3. Language of Examination

English or Hindi

Candidates can choose either English or Hindi for the test.

For the English Test conventional QWERTY Computer Keyboard will be provided

For the Hindi Test candidates are required to familiarize themselves with *Kruthi Dev Font/Mangal* on the conventional English QWERTY Keyboard/Inscript Key Board respectively. There is no provision for any other type of keyboard or font for this test.

1.4.4. Qualifying Speed for Skill (Typing Test)

Qualifying Speed for English Typewriting test for 5-minute test: 35 w.p.m. on Computer.

Or

Qualifying Speed for Hindi Typewriting for 5-minute test: 30 w.p.m. on Computer.

1.4.5. Calculation of Speed

Actual words in print being of unequal length. It is necessary to apply a uniform yardstick in counting words and calculating errors

1.4.5.1. Calculation of words

The standard measure is: 5 strokes / characters make one word. To determine the words typed, therefore, the number of strokes typed by the candidate will be divided by 5.

1.4.5.2. Nature of errors / mistakes

(i) Full mistakes:

Omission of every word or figure

Substitution of every wrong word / figure

Addition of every wrong word / figure not found in the passage

(ii) Half mistakes:

Spacing errors: Where no space or extra space is provided between two words or figures

Spelling errors: Repetition or addition or transposition or omission or substitution of a letter / letters

Wrong capitalization: Wrong use of capital letters for small case letters or use of small case letters for capital letters [Not applicable for Hindi typing]

1.4.5.3. Penalty for errors / mistakes:

For each full mistake the penalty shall be 50 strokes / characters or 10 words (5 strokes = 1 word)

1.4.5.4. Method of Scoring

The Net Typing Speed and Accuracy shall be calculated for each candidate

(i) Gross Typing Speed:

Gross typing speed is calculated by the total number of strokes / characters typed per minute ignoring the mistakes

Therefore if you have typed 1200 strokes / characters in 5 minutes shall be Number of strokes / characters per minute = $1200/5$ or 240 words

Since 5 strokes / characters = 1 word

Gross Typing Speed = $240/5 = 48$ wpm

(ii) Calculation of errors:

Supposing in the above test you have made 2 Full mistakes and 10 half mistakes. The total mistakes = $2 + 10/2 = 2 + 5 = 7$ mistakes

Since each mistake is equal to 50 strokes or 10 words:

Penalty = 350 strokes (7 X 50) or 70 words (7 X 10) in 5 minutes

= 70 strokes (350/5) or 14 words (70/5) in 1 minute

(iii) Net Typing Speed:

Net Typing Speed = Gross Typing Speed – Penalty for errors / mistakes

In the above case

Net Typing Speed = $48 - 14 = 34$ wpm

(iv) Accuracy

Accuracy = $\frac{\text{Net Typing Speed}}{\text{Gross Typing Speed}} \times 100$

In the above case the Accuracy would thus be:

Accuracy = $\frac{34}{48} \times 100 = 70.83\%$

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1.5 Preparation of Merit List

All those candidates who qualify in the Skill (Typing) Test will be ranked according to the marks obtained in the Theory Paper.

Tie cases (equal marks) will be resolved using

(i) Accuracy of Typing Test [Candidates with higher accuracy will be placed above those with lower accuracy]

(ii) In case ties are not resolved by (i), Date of Birth shall be used (Candidates who are older / born earlier will be placed above candidates who are younger / born later)

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