

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

1.1. Overview of Scheme of Examination:

- (i) The Examination and Evaluation will be in one Stage.
- (ii) There will be TWO Theory Papers
- (iii) Minimum Qualifying marks are prescribed for eligibility
- (iv) Final Merit List will be based on the Theory Paper marks who posses minimum prescribed marks

1.2. Language of Examination

English or Hindi

Candidates can choose either of the languages

Candidates can answer one theory paper in one language and the other in another language

1.3. Theory Examination

1.3.1. Nature of Examination

Candidates will have to score a total of 50% in the Theory Examination to be eligible for being placed in the Merit List

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 hour (60 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. Syllabus and Marks Distribution for Paper I:

Rules and Regulations, Computers and General Knowledge

50 MCQs of 1 mark each (Total 50 marks for Language)

*The candidate will choose 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***

1.3.3.1.6. 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: 50 marks (Fifty marks)

1.3.3.2. Paper II

1.3.3.2.1. Type of Questions in Paper II:

Subjective Type: Short Answer Questions

1.3.3.2.2. Duration of Examination for Paper II:

One hour (60 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

Candidates would be required to answer Short Answer Questions in answer booklets.

Pen will be provided at the Examination Centre.

1.3.3.2.5. Syllabus and Marks Distribution for Paper II:

Questions will be on Drafting, Noting, and Communication Skills in English or Hindi

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

1.3.3.2.6. Marks for Paper II:

Total Marks: 50 marks (Fifty marks)

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

Total Marks for Paper I: 50

Total Marks for Paper II: 50

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 processes.

1.4 Preparation of Merit List:

The merit list will be prepared on the basis of marks obtained in the Theory Paper. Tie cases (equal marks) will be resolved using Date of Birth (Candidates who are older / born earlier will be placed above candidates who are younger / born later)