

3.A. Scheme of Examination  
(for the posts of Junior Clerk-cum-Copyist)

	Subject	Marks	Duration of test
Part-I	English	100	2 hours
	Arithmetic	100	1 hours
	General knowledge	100	1 hour
Part-II	Computer Science Test (Practical)	100	1 hour
	Viva-Voce Test	45	--

Only successful candidates in the Part-I examinations shall be called for Computer Science Practical test and the candidates selected in the Computer Science Practical Test shall be called for Viva-Voce Test.

4. **DETAILS OF SYLLABUS FOR EACH  
SUBJECT IS AS FOLLOWS:**

(i) **English:**

- (a) An essay to be written in English 30 marks
- (b) A letter or application to be written in English 20 marks
- (c) One Oriya passage to be translated into English 15 marks
- (d) One English passage to be translated into Oriya 15 marks
- (e) Summary of one English passage. 20 marks.

(ii) **Arithmetic:** Vulgar fractions and decimals, H.C.F. and L.C.M. simple and compound interest, simple and compound practice, percentages, profits and loss, mixtures, partnership, Average, Rates and Taxes, Insurance, Square and Cubic measures, Problems on time and work and on time and distance.

(iii) **Computer Science Test (Practical):** To test the proficiency of the candidate relating to matters like test formatting of the paragraph, insertion of table, skill to print and save, file transfer, web site searching / browsing and downloading e-mail, use of pen-drive and other software etc. and programmes of accounting.

(iv) **General Knowledge:** Knowledge of current events and such other matters of every day observation and experience as may be expected from an educated person.

(v) **Viva Voce test:** To test and assess suitability of a candidate for the post with particular reference to the candidate's alertness, general outlook and potential qualities. "(as amended in 2010).

For the post of Grade-III Stenographer.

**4.(I) Scheme of Examination for the  
Post of Grade-III Stenographer**

	Subject	Marks	Duration of test.
<u>Part-I</u>	English (Qualifying in nature)	100	2 hours
	Shorthand & Type test for Stenographer	50	15 minutes.
<u>Part-II</u>	Computer Science Test (Practical)	100	1 hour
<u>Part-III</u>	Viva-Voce	35	-----

**Details of Syllabus:**

Written Test consisting of:

- (a) English: (Qualifying in nature): Syllabus is same as detailed above for the post of Junior Clerk-cum-Copyist.
- (b) The standard shall be equal to that of +2 Certificate Examinations conducted by the Council of higher Secondary Education, Orissa.
- (c) Other conditions as applicable to the written test for Junior Clerk-cum-copyists shall also apply;
- (d) Syllabus for Computer Science test (Practical) and Viva-Voce test is the same as detailed above for the post of Junior Clerk-cum-Copyist.
- (e) The provisions of Sub Rule-3 of Rule-7 shall apply in drawing the merit list after written test in English and in calling for the candidates for shorthand and type writing test in case of Grade-III Stenographers. The candidates selected in the aforesaid test as applicable to the Grade-III Stenographer shall be called for computer science test (Practical) and the candidates selected in computer science test (Practical) shall be called for viva voce test.
- (f) As written test in English is qualifying in nature, the select list shall be drawn in accordance with Sub Rule-4 and 5 of Rule-7 on the basis of aggregate of marks obtained in short hand and type writing test, computer science test (Practical) and viva voce.

**4.(A)(1)** A candidate for the posts of Grade-III Stenographer shall possess minimum speed of 80 words in short hand and 40 words in typewriting per minute.

A candidate for the post of Grade-III Stenographer shall be dictated a passage of 400 words in English language in 5 minutes, which he / she shall take in short hand note sheet supplied by the examiner. He / she shall reproduce such shorthand text of 400 words in Type script in 10 minutes.



4.(A)(2) A candidate for the post of Typist shall be given a written passage containing 400 words in English language, which he shall reproduce in type script in 10 minutes.

The dates of written test shall be intimated individually by post.

For the post of Junior Typist.

4.(II) Scheme of Examination for the  
Post of Junior Typist.

	Subject	Marks	Duration of test.
<u>Part-I</u>	English (Qualifying in nature)	100	2 hours
	Type test in English	50	10 minutes.
<u>Part-II</u>	Computer Science Test (Practical)	100	1 hour
<u>Part-III</u>	Viva-Voce Test	35	----

4.(III) For the post of Salaried Amin.

Scheme of Examination for the  
Post of Salaried Amin.

	Subject	Marks	Duration of test.
<u>Part-I</u>	Arithmetic( 10 <sup>th</sup> Standard)	100	1 hour
	Technical Knowledge in Survey and Settlement.	100	1 hour
	English	50	1 hour
	Handwriting in Odia	50	1 hour
<u>Part-II</u>	Survey ( Practical Test )	50	-----
<u>Part-III</u>	Viva Voce	30	-----

N.B: The candidates who secure minimum 35% of marks in each subject, in the Written Test i.e. in the subjects mentioned in the Part-I of the scheme shall be eligible to appear in the Practical Test and the candidates found suitable in the Practical Test will be eligible for the Viva Voce Test.

List of Documents to be submitted along with the application

- i) Self attested copies of certificates with mark sheets of H.S.C. and + 2 examination or equivalent examination of a recognized Board for the post of Junior Clerk-cum-Copyist, Grade-III Stenographer and Junior Typist. Self attested copies of certificates with mark sheet of Matriculation Examination of any equivalent examination of a recognized Board for the post of Salaried Amin only.