

Selection Process for the post of Multi Tasking Staff
Employment Notice No: VCW/Admin/Recruitment/Contract/2022/01
dated 11.04.2022

The following shall be the scheme of Examination, components of test and syllabus etc.

Scheme of the Examination

Written Test		
	Type of Examination	Maximum marks
Paper-I	Multiple Choice Questions (100 questions)	50
Paper-II	Descriptive Type	100
Paper-III	Skill Test (Computer)	50

Test Components

Paper-I	Multiple Choice Questions	Duration: 1 hour (60 Minutes)	
		No. of Questions	Marks
(i)	Test of General Awareness	20	20
(ii)	General Intelligence and Reasoning ability	10	10
(iii)	Arithmetical & Numerical Ability	10	10
(iv)	Test of Language English and Hindi	10	10
Total		50	50

Paper-II	Descriptive Type	DURATION: 1 hours	Total Marks
(i)	Writing Skill (Hindi and English Language)		100
Paper-III	Skill Test (Computer)	DURATION 30 minutes	50
(i)	Typing Test, Spreadsheet, Microsoft Word		

SYLLABUS

Paper – I

- (i) **General Awareness:** Questions will be designed to test the ability of the candidate's General Awareness of the environment around him and its application to society. The question will also be designed to test knowledge of current events and of such matter of everyday observation as may be expected of an educated person. The test will include questions relating to India and its neighbouring

countries, especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Research, National/International Organizations/Institutions, events etc.

- (ii) **General Intelligence and Reasoning Ability:** The syllabus of General Intelligence includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, difference, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.
- (iii) **Arithmetical and Numerical Ability:** The test of Arithmetical and Numerical Ability will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.
- (iv) **Test of English/Hindi:** In addition to the testing of candidate's understanding of the English or Hindi Languages, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

Paper-II

Descriptive Type: The questions will be designed to test the ability of the candidate's Writing skill in Essay Writing (Hindi and English Language).

Note:

1. The questions shall generally be on the minimum qualification level of the post concerned.
2. There shall be no negative marking for wrong answers.
3. The minimum qualifying marks shall be 40% for each paper (i.e., 20 marks in Paper- I, 40 marks in Paper II and 20 marks in Paper-III) and minimum 50 % qualifying marks in aggregate of (Paper I, Paper-II and Paper-III).
4. **The final selection will be based on the merit of total marks obtained in Paper- I, Paper-II and Paper-III.**