

Scheme of Examination for the post of Multi-Tasking Staff

Selection Process for recruitment to the post of Multi-Tasking Staff by direct Recruitment vide Employment Notice Advertisement of VCW/Admin/Recruitment/2025/01 dated on 12.07.2025.

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

Scheme of the Examination:

Written Test			
	Type of Examination	Time	Maximum marks
Paper-I	Multiple Choice Questions (100 questions)	1:30 hours (90 minutes)	100
Paper-II	Descriptive Type	30 minutes	50
Paper-III	Computer Skill Test	30 minutes	50

Selection Procedure

- Candidates will first appear in **Paper-I** and **Paper-II**.
- Candidates who obtain **qualifying marks (40% in each paper and 50% aggregate)** will be shortlisted in **order of merit** for **Paper-III (Skill Test)**.

Test components:

Paper-I	Multiple Choice Questions	Duration: 1:30 hours (90 minutes)	
		No. of Questions	Marks
(i)	Test of General Awareness	20	20
(ii)	General Intelligence and Reasoning ability	20	20
(iii)	Arithmetical & Numerical Ability	20	20
(iv)	Test of Language English and Hindi	20	20
(v)	Knowledge of Computer	20	20

Paper-II	Descriptive Type	Duration	Total Marks
(i)	Essay Writing , letter	30 Minutes	50
(ii)	Noting , Drafting		

Paper- III	Test Components	Details	Total Marks
	Computer Skill Test	MS WORD, MS EXCEL	50

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 neighboring 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.

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.

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.

Knowledge of Computer: It will cover all Basic Knowledge of Computer, History, Operating System, Internet, Browser, MS-office etc.

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 the each Paper-I and Paper-II, 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 & Paper-III).

Manager