

RECRUITMENT FOR THE POST OF LOWER DIVISION CLERK

The following process will be followed:

A) Written Test

- All the applicants will be required to appear for a written test.
- Written test will be conducted using OMR sheet.
- Written test will comprise 100 questions and will be of 90 minutes duration. The questions will be of multiple choice type with 4 options for each question.
- Each question will carry 1 mark and for each wrong answer 0.25 marks will be deducted.
- The questions will be in English only except the language portion containing questions in Hindi.
- The minimum qualifying marks for the written examination will be 30%.

B) A category wise merit list will be prepared based on the marks obtained in the written test.

C) For each post **ten** candidates (10 X No of posts in each category) from the merit list **or** number of candidates who qualify the written test with minimum 30% marks for the post in particular category, whichever is less, will be called for typing test.

D) Typing Test

- Candidates short listed as per the merit list will be required to take the typing test in English.
- It is mandatory to qualify the English typing test with typing speed of 30 w.p.m.
- Typing test will be conducted on computer on MS Office 2016.

E) There will be no interview.

F) Final merit list of the candidates, who qualify the typing test, will be prepared as under after verification of the original documents:

Sr. No.	Qualification	Weightage for preparing merit list
1.	Written Test	60%
2.	Matriculation	20%
3.	10+2 or equivalent	20%

In case the final result of matriculation and/or 10+2 or equivalent is in grade, the candidate shall have to provide conversion certificate from the concerned board.