

**Syllabus for Written Test and Selection Criteria for recruitment to the post of Office Attendant, Pay Level - 01**

<b>General</b>	<b>Post Related</b>
<p><b>1. Aptitude-</b> Simplifications, Average, Number System, Profit and Loss, Interest, Percentages and Ratio (Upto 10th Standard).</p> <p><b>2. Reasoning-</b> Number Series Compilation, Missing Number Finding, Continuous Pattern Series.</p> <p><b>3. General English-</b> Antonyms, Synonyms, Spelling Check, Common Error Detection, One word substitute, correct option, Grammatical error.</p> <p><b>4. General knowledge and Awareness-</b> Indian History, Famous Personalities, Days and Years, Basic General Knowledge, Current Affairs, Awards.</p>	<p>File Management, Diary &amp; Dispatch, Record keeping, Register Maintenance, Computer Proficiency (MS Windows and MS Office, Internet and email System) , Basic Leave Rules</p>

Scheme of Examination	Selection Criteria	Instructions (General Paper / Post Related)	Proficiency Test
<p><b>General Paper:</b> Questions - 50 Marks - 50 Duration: 01 Hour</p> <p><b>Post Related Paper:</b> Questions - 50 Marks - 50 Duration: 1:30 Hour</p>	<p>1. Written Test (Part-A): Qualifying in Nature for evaluation of part B. Qualifying marks to be decided on the basis of performance of the candidates.</p> <p>2. Written Test (Part-B): Merit list will be drawn on the basis of score of the candidate.</p> <p>3. Proficiency Test: The Candidates shortlisted based on the Written Test (Part B) will be called for Proficiency Test, to be conducted after the Document Verification process.</p>	<p>1. This Part will comprise of objective-type questions with one correct answer.</p> <p>2. One (1) mark will be awarded for each correct answer &amp; minus one fourth (-1/4) mark for each incorrect answer.</p> <p>3. The unanswered questions will not attract negative marks.</p>	<p>The syllabus of the Proficiency Test will be shared with the shortlisted candidates.</p>