

10. Plan of Examination:

The applications shall be scrutinized to determine the eligibility and to make a screening of the candidates on the basis of the percentage of marks obtained in the High School Certificate (Class ten)/equivalent and Higher Secondary (Plus two) examinations giving equal weightage. Candidates five times the combined number of vacancies in the post of RI, ARI & Amin shall ordinarily be called upon to appear the recruitment tests.

- i. Physical Fitness Test:** To begin with, the shortlisted candidates shall have to appear a Physical Fitness Test. In order to qualify in this test, a candidate-
 - a. If a male, must not be less than 160 centimetres (155 centimetres in case of SC/ST candidates) in height and 80 centimetres round the chest;
 - b. If a woman, must not be less than 150 centimetres (145 centimetres in case of SC/ST candidates) in height; and
 - c. Must be knowing cycling and swimming.
- ii. Written & Practical Test:** The candidates who qualify in the test of physical fitness shall be eligible to appear a Written Test for 350 marks for the post of R.I. and 250 marks for the post of ARI and Amin as detailed below:

Papers	Subjects	Maximum Marks	Time
Written Test:			
I	General Knowledge (For R.I. only)	100	1½ hours
II	Arithmetic	100	1½ hours
III	Basic Computer Skills	50	1.0 hour
IV	Handwriting in Odia	50	1.0 hour
Computer Practical Test:			
V	Basic Computer Skills	50	1 hour

Note: (i) The standard of examination shall be equivalent to that of Secondary School.

(ii) A candidate has to score minimum 30% marks in each subject both in written practical tests to qualify.

(iii) The lists of qualified candidates drawn up in order of merit on the basis of the performance in the written and computer tests shall be equal to the number of vacancies advertised.

11. Syllabus:

I. General knowledge (MCQ type):

- 100 marks

In this category, there should be a series of matching questions of different categories like:

- (a) Matching Historical events with dates, personalities and places,
- (b) Geographical facts with places,
- (c) States, Countries and institutions with headquarters,
- (d) Books and authors,
- (e) Scientific facts and discoveries with dates, persons and uses,
- (f) Current events with places and personalities, and,
- (g) Matching questions of miscellaneous type.

II. Arithmetic (MCQ type):

-100 marks

- i) Number System
- ii) HCF and LCM
- iii) Squares and Square Roots
- iv) Cubes and Cube Roots
- v) Percentage and Averages
- vi) Simple Interest and Compound Interest
- vii) Profit, Loss and Discount
- viii) Partnership
- ix) Ratio and Proportion
- x) Mensuration

Under this, there will be a series of questions in Practical Mathematics required for day-to-day use. The questions would be such as to test candidate's ability to work out with quickness and accuracy.

III. Basic Computer Skills (MCQ type):

- 50 marks

- (1) MS Windows: Introduction of Windows
- (2) MS Office: MS Word, MS Power Point and MS Excel

IV. Handwriting (Odia Language) Test-

- 50 marks

- (a) Grammar : **20 marks**
(b) Composition : **20 marks**
i) Essay writing on familiar topics (within 250 words) 10 marks
ii) Letter Writing (Personal letter, Applications, Business or Official) (within 150 words) 05 marks
iii) Translation (One English passage of around 100 words to be translated into Odia): 05 marks
- (c) Comprehension of an unseen prose passage (5 x 2) = **10 marks**
Five short questions to be asked

V. Practical Skill Test –

- 50 marks

- i. **WINDOWS** operating system: *To test some of the following basic system operations on file/folder(s): -
- Create, Rename, Copy/Cut/Paste, Delete
- ii. **MS Word:** *A Paragraph in MS Word incorporating some of the tools given below:-
- Editing and formatting text and paragraph
 - Page and Paragraph Setup
- iii. **MS Power Point:***A Power Point presentation with 2/3 slides using the tools given below: -
- Editing and formatting slides
- iv. **MS Excel:***A problem in spreadsheet related to some of the tools given below:-
- Formatting cells and data
 - functions

Printouts of the documents(s) should be attached with the answer sheet.”