

CRITERIA FOR FILLING UP THE POSTS

CLERKS and STENO-TYPISTS (ENGLISH)

Written Test of all eligible candidates : 200 marks
(Two papers of 100 marks each of 2 hours duration)

Each question will carry 1 mark. There will be no negative marking. The medium of examination will be English.

FIRST PAPER - MORNING SESSION: 10.00 A.M TO 12.00 NOON

English (Upto 12th level)	: 40 marks
General Knowledge	: 40 marks
Computer Proficiency Test	: 20 marks

SECOND PAPER – EVENING SESSION: 02.00 P.M TO 04.00 P.M

Mathematics (upto 10th level)	: 40 marks
Statistics (upto 10th level)	: 30 marks
Aptitude (Reasoning Verbal & Non-verbal)	: 30 marks

FOR THE POSTS OF CLERKS ONLY

Please see para 4 of the caption "Selection Procedure"

Typing Test on Computer for 10 minutes @ 35 words per minute : Only Qualifying Test (No marks/Weightage)

FOR THE POSTS OF STENO-TYPISTS (ENGLISH) ONLY

Stenography Test in English at the speed of 80 words per minute in Stenography and 20 words per minute to transcript the same on computer : Only Qualifying Test (No marks/Weightage)

- (i) In case of any question having more than one possible answers, then weightage of wrong question will be given to all candidates as benefit of doubt.**
- (ii) In 10 minutes typing test, 3 minutes & 20 seconds extra time will be given to Persons with Benchmark Disabilities (PWD) candidates.**

NOTE:

If the number of candidates exceed fifty thousand, then a preliminary test will be conducted and aspirants equal to 20 times of the vacancies in each category will be shortlisted on the basis of merit for final test. The scheme of examination for the preliminary test will be as English – 20 marks, General Knowledge – 20 marks, Computer Proficiency Test – 20 marks, Mathematics – 20 marks, Statistics – 20 marks and Aptitude – 20 marks. The duration of the test will be two hours and there will be no negative marking.

SELECTION PROCEDURE :

1. The question paper & the answer Key of each written test shall be uploaded on the website on the next day of the examination for calling objections, if any, from the candidates, who can submit their objections within 03 days through website with proof. Thereafter objections will be referred to experts and key will be finalized for preparation of result, which will also be uploaded on the website.
2. No candidate will be considered to have qualified in the written test unless or until he/she obtained at least qualifying 40% marks in each paper i.e. 40 out of 100.
3. Marks obtained by the candidates in written test will be uploaded on the website.
4. *Merit list shall be prepared on the basis of marks obtained in the written test and will be uploaded on the website and on the basis of merit, the candidates will be called for Typing Test and Stenography Test for the posts of Clerks and Steno-Typists respectively equal to 10 times of number of vacancies i.e. in the ratio of 1:10 in first batch. If required number of candidates fail to qualify the said tests then next batch of candidates in the ratio of 1:10 of remaining posts will be called for shorthand/typing test on Computer.*
6. The candidates scoring higher merit will be considered against the posts in question. A waiting list shall also be maintained. In case, the selected candidate fails to join the post due to any reason within a period of one month (4 months in exceptional circumstances with prior approval of the competent authority), his/her candidature will be cancelled and the candidates in waiting list shall be offered appointment till all the notified vacancies of Clerks and Steno-Typists are filled up.
7. In case two or more candidates secure equal merit, then the candidate older in age will rank higher in the order of merit list at the time of final selection.
8. In case two or more candidates secure equal merit and their date of birth may happen to be the same then the candidate having higher percentage in educational qualification shall rank higher in the order of merit list at the time of final selection.
9. Final Merit list prepared on the basis of marks in written test (of those candidates who qualified type/ stenography test) will be uploaded on the website & on the basis of said merit, candidates will be called for scrutiny of original documents and checking up eligibility conditions.

ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT/ USE OF UNFAIR MEANS

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application. At the time of examination or in a subsequent selection procedure, if a candidate is (or has been) found guilty of:

- (i) using unfair means or
- (ii) impersonating or procuring impersonation by any person or

- (iii) misbehaving in the examination or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or**
- (iv) resorting to any irregular or improper means in connection with his / her candidature or**
- (v) obtaining support for his/her candidature by unfair means, or**
- (vi) carrying mobile phones (even in switched off mode), pager or any electronic equipment or programmable device or storage media like pen drive, smart watches etc. or camera or Bluetooth devices or any other equipment or related accessories either in working or switched off mode capable of being used as a communication device in the examination hall, such a candidate may, in addition to rendering himself / herself liable to criminal prosecution, be liable:**
 - a) to be disqualified from examination for which he/she is a candidate**
 - b) to be debarred either permanently or for a specified period from any examination conducted by Chandigarh Administration**
 - c) for termination of service, if he/she has already joined the Chandigarh Administration as per rules.**