

## **Scheme and syllabus for the examination**

### **i. Scheme for Examination**

#### **I) Written Examination (150 Marks and 3 Hours duration)**

**II)** Those who qualify in the written examination will have to appear for skill test on Computer. Typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi (35 w.p.m. and 30 w.p.m. corresponding to 10500 KDPH/9000KDPH on an average of 5 key depressions for each word) is required to qualify the skill test. Skill test on Computer will be conducted by the Council.

**ii.** Syllabus of Examination:-I. General Knowledge which a Matriculation/High school passes candidates is expected to pass including simple questions on the reading daily Newspaper. II. General English of Matriculation/High School standard to test candidate's ability to write English effectively.

**III.** Short Essay notes to be written either in English or Hindi to test candidate's ability to write coherently.