

# Criteria for Selection of Clerk

1. **Written Test of all eligible candidates = 200 marks**

(Two papers of 100 marks each of 2 hours duration)

**First Paper - (Morning Session)**

English (Upto 12<sup>th</sup> level) - 40 marks  
General Knowledge -- 40 marks  
Computer Proficiency Test -- 20 marks

Negative marking 0.25 for each wrong answer.

**Second paper – (Evening Session)**

Mathematics (upto 10<sup>th</sup> level) -40 marks  
Statistics - (-do-) -- 30 marks  
Aptitude (Reasoning --30 marks  
Verbal & Non-verbal )

2. **Typing Test on Computer  
@ 35 words per minute**

-- **Only Qualifying Test (No marks/  
Weightage)**

**Note :** 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.

## ESSENTIAL QUALIFICATION

Bachelor Degree from a recognized university/Institution . and Proficiency in operation of computer (Word processing and Spread Sheets) and a speed of 35 W.P.M. in English Typing on Computer.

## SELECTION PROCEDURE :

1. No candidate will be considered to have qualified in the written test unless or until he/she obtained atleast qualifying 40% marks in each paper i.e. 40 out of 100.
2. Merit list will be prepared on the basis of marks in written test and on the basis of said merit, the candidates will be called for Typing Test on Computer equal to 03 times of number of vacancies i.e. in the ratio of 1:3. If required number of candidates fail to qualify the said test then next batch of candidates in the ratio of 1:3 of remaining posts will be called for typing test on Computer.
3. The candidates scoring higher merit will be considered against the posts in question. A waiting list equal to 10% of advertised posts 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), his/her candidature will be cancelled and the candidates in waiting list can be offered appointment. The waiting list will be valid for six months only.

**GENERAL INSTRUCTIONS :**

1. Wherever the evaluation is in terms of grades, the candidate must attach the conversion scale.
2. Selection will be made purely on the basis of merit in written test subject to fulfillment of eligibility conditions and simply appearing in the written test does not give any right to the candidate for appointment. As such, candidates are advised to ensure that they fulfill eligibility conditions to the post applied for.
3. Documents for claiming benefit of reserved categories should be obtained from competent authority not less than Deputy Commissioner/Additional Deputy Commissioner/SDM/District Sainik Welfare Board/Chief Medical Officer as the case may be.
4. In case two or more candidates are having same total score in the merit list then a candidate older in age will rank higher in order of merit.
5. The candidate who have certificates/Diplomas/Bachelor's OR Master's Degree in Computer Science from any recognized Institution/University shall be exempted from ICT Skills training course vide order no.28/69-IH/Pers.&Trg-2019/17927 dated 25.11.2019.

Besides above, the appointment will be made as per instructions issued by the Punjab Government vide letter No.7/204/2012-4FP1/66 dated 15.1.2015 duly adopted by the Chandigarh Administration, Department of Personnel vide letter No.28/70-IH(7)-2015/14387 dated 10.7.2015, instructions dated 21.12.2015 regarding pay during probation period duly adopted by the Department of Personnel, Chandigarh Administration vide letter No. 28/70-IH(7)-2016/1175 dated 18.1.2016 and Punjab Govt. letter dated 7.9.2016 duly adopted by the Department of Personnel, Chandigarh Administration vide No. 28/70-IH(7)-2015/31807 dated 30.11.2016 regarding enhancement of probation period as mentioned below :

1. The newly recruited employees will be paid Fixed Monthly Emoluments which will be equivalent to the minimum of the pay band or DC Rates of the post whichever is higher during three years probation period including extended probation period, if so, and grade pay, increment or any other allowances except traveling allowance will not be paid.