

Mode of Examination for Office Assistant (BLB-14)

Mode of Examination	Part-I: Qualifying exam Part- II (For qualifying candidates under part-I only) : Objective Type Multiple Choice and Descriptive Type Questions
Medium of Questions	The questions will be set both in English and Hindi except the question on Language paper
Standard of Examination	As per Essential Qualification in Advertisement

Part- I: Qualifying exam

A hands on practise session shall be conducted for eligible candidates for 45 mins covering skill for MS office and computer work (related to post requirement) – Max marks : 100

Part- II

Paper (Time Allotted – 3 hours):

Maximum Marks-300

Subject	No. of Questions	Maximum Marks	Negative Marks
General Mental Ability, Quantitative Aptitude, Logical Reasoning and Analytical Skills	40	80 (two marks for every correct answer)	0.5 negative mark for every wrong answer
General Awareness, Current Affairs	10	20 (two marks for every correct answer)	
Computer knowledge (MS Office)	25	50 (two marks for every correct answer)	
General English language skills	25	50 (two marks for every correct answer)	
Drafting, Noting, Precise Writing and Paragraph Comprehension	-	100 (25 marks for each section)	No Negative Marking