

Annexure-I**SYLLABUS AND SCHEME OF EXAMINATION**

The Assistant Recruitment Examination, 2023 shall be conducted in 04 (four) stages i.e. Preliminary Test (Objective Type), Written Test (Descriptive Type), Computer Proficiency Test and Interview. The Scheme of Examination shall be as follows:-

Stages of Examination	Particulars	Maximum Marks	Minimum Qualifying Marks	Duration
Preliminary Test (Objective Type)	General Awareness	25	-	-
	Reasoning and Quantitative Aptitude	25	-	-
	General English	25	-	-
	General Hindi	15	-	-
	Computer Awareness	10	-	-
	Total	100	40	2 Hours
Written Test	General English (Descriptive Type)	60	24	-
	General Hindi (Descriptive Type)	40	16	-
	Total	100	40	3 Hours
Computer Proficiency Test		Qualifying in nature		
Interview		10	03	
Total		10	03	

PRELIMINARY TEST

The Preliminary Test shall be held for the purpose of shortlisting of candidates for the next stage of examination i.e. Written Test and the marks obtained by the candidates in this test shall not be considered for preparation of merit list. This test shall consist of 100 Objective Type Questions with multiple choice answers. There shall not be negative marking for incorrect answers in the preliminary test.

The Preliminary Test shall be of total 100 marks and the minimum qualifying marks shall be 40. Ten times candidates of the total number of advertised vacancies (following the model roster point and the reservation policy adopted in the High Court) will be shortlisted for appearing at next stage i.e. Written Test. However, the candidates who have obtained marks equal to the marks obtained by the last shortlisted candidate of their respective categories, will also be shortlisted for the next stage even if the total number of candidates called for Written Test exceeds the ten times criteria.

The Syllabus of Preliminary Test shall be as follows:-

1. **General Awareness:-** Questions in this component will be aimed at testing the candidates' general awareness. Questions will be designed to test knowledge of current events and of such matters of every day observations and experience in their scientific aspect as may be expected from any educated person. The test will include questions relating to-

- a) India and its neighbouring countries especially pertaining to History, Culture, Geography, Polity, Economy, General Policy and Scientific Research.
- b) Current Affairs, Books and Authors, Sports, Important Schemes, Important Days, People in News, current events of national importance, National/ International Awards etc.
- c) Awareness towards General Science and Environment applicable in day to day life and awareness of knowledge of social importance.
- d) Bihar especially pertaining to its History, Culture, Geography, Economy, Polity and general awareness.

2. **Reasoning and Quantitative Aptitude:-** It would include questions of both verbal and non-verbal type. This component may include questions on Analogy, Similarity and Difference, Space Visualization, Space Orientation, Problem Solving, Analysis, Visual Memory, Discrimination, Observation, Relationship Concept, Arithmetical Reasoning, Verbal and Figural Classification, Arithmetical Number Series, Non-Verbal Series, Coding and decoding, statement conclusion, syllogistic reasoning etc.

In this section, questions will also be designed to test the ability of appropriate use of numbers and number sense of the candidates. The scope of the test will be Number System, Computation of Whole Numbers, Decimals, Fractions, relationship between numbers, Basic arithmetic operations, Percentage, Ratio and Proportion, Average, Interest, Profit and Loss, Time and Distance, Time and Work, Height and Distance, Mensuration etc.

3. **General English:-** The questions will be designed to test the candidates' understanding of the languages and literature, correct use of words, phrases and idioms and ability to write the languages correctly, precisely and effectively. The questions will ordinarily cover vocabulary, grammar, sentence structure, synonyms, antonyms and their correct usage, spot the error, fill in the blanks, spellings/ detecting mis-spelt words, idioms & phrases, one word substitution, improvement of sentences, active/ passive voice of verbs, conversion into direct/ indirect narration, shuffling of sentence parts, shuffling of sentences in a passage, cloze passage, comprehension passage etc.
4. **General Hindi (सामान्य हिंदी):-** The questions will be designed to test the candidates' understanding of the languages and literature, correct use of words, phrases and idioms and ability to write the languages correctly, precisely and effectively. The questions will ordinarily cover the following topics:-

व्याकरण- शब्द रूपांतरण, संज्ञा, लिंग, वचन, सर्वनाम, विशेषण, क्रिया विशेषण, कारक, काल, वाच्य, संधि, समास, उपसर्ग, प्रत्यय, वाक्य इत्यादि, अपठित गद्यांश, शुद्ध वर्तनी, समानार्थी एवं विलोम शब्द, अनेक शब्दों के लिए एक शब्द, मुहावरे एवं लोकोक्तियाँ इत्यादि।

Note:- Except the questions of General English and General Hindi, the questions of remaining sections shall be both in English and Hindi languages. However, the English

version shall always prevail in case of any discrepancy or inconsistency between English version and its Hindi Translation.

WRITTEN TEST

The Written Test shall be descriptive in nature and shall include two sections General English and General Hindi of 60 marks and 40 marks respectively. A candidate shall be required to obtain 40% minimum qualifying marks i.e. 24 marks and 16 marks respectively in the sections of General English and General Hindi, for being considered to get shortlisted for Interview.

Three times candidates of the total number of advertised vacancies (following the model roster point and the reservation policy adopted in the High Court) will be shortlisted for the next stage i.e. Computer Proficiency Test and Interview. However, all the candidates who have obtained marks equal to the marks obtained by the last shortlisted candidate of their respective category will also be shortlisted for the next stage even if the total number of candidates called for Interview exceeds the three times criteria.

Syllabus for the Written Test shall be as follows:-

1. **General English:-** The questions will be designed to test the candidates' understanding of English language and literature, correct use of words, phrases and idioms and ability to write English correctly, precisely and effectively. Questions will ordinarily include Essay Writing, Letter Writing, Precis Writing, Comprehension, Idioms and Phrases, Vocabulary (Spelling Test, Synonyms, Antonyms, One Word Substitution) and Grammar (Voice, Narration, Common Errors etc).
2. **General Hindi (सामान्य हिंदी):-** The questions will be designed to test the candidates' understanding of Hindi language and literature, correct use of words, phrases and idioms and ability to write Hindi correctly, precisely and effectively. Questions will ordinarily include the following—

निबंध लेखन, पत्र लेखन, संक्षेपण, अपठित गद्यांश, वाक्य विन्यास, शुद्ध वर्तनी, समानार्थी शब्द, विलोम शब्द, अनेक शब्दों के लिए एक शब्द, मुहावरे एवं लोकोक्तियाँ, व्याकरण (शब्द रूपांतरण, संज्ञा, लिंग, वचन, सर्वनाम, विशेषण, क्रिया विशेषण, कारक, काल, वाच्य, संधि, समास, उपसर्ग, प्रत्यय, वाक्य) इत्यादि।

COMPUTER PROFICIENCY TEST

The Computer Proficiency Test will be qualifying in nature and shall include the following:-

- a) **Word processing Test on MS Word:-** This test will target to test the basic typing skill of the candidates as well as their basic knowledge of MS Word.
- b) **Test in Spread Sheets on MS Excel:-** This test will target to check the basic understanding of MS Excel.

- c) **Internet Proficiency:-** This test will target to test the basic understanding of internet usage.

INTERVIEW

The interview shall be of 10 marks and the minimum qualifying marks shall be 03. It is mandatory for the candidates invited for interview to appear at the same else they will not be included in the merit list prepared for the final result. The final merit shall be prepared by taking into account the total marks scored by a candidate in the Written Test as well as Interview.

