

## Scheme & Syllabus

Name of the Paper	Syllabus of the Paper	Total Time Allowed	Maximum Marks
<b>Paper-I</b> (English & Hindi Language) (Objective Questions and Questions requiring short answers)	Error Spotting (transformation of sentence and change of tenses), Fill in the Blanks, MCQs, Synonyms & Antonyms, Phrase and Idioms, One Word Substitution, Spellings Improvement, Active/Passive Voices, Direct/Indirect Sentences, making conversation more polite	90 Minutes	100 Marks (50 questions- 25 each of English and Hindi Language in which 5 each of English and Hindi Language requiring short answers)
<b>Paper-II</b> (English & Hindi Language) (Descriptive Type Questions)	Short passage writing, Writing Letter/Application, questions based on organisation and work of NCERT transferring Telephone Calls, Maintaining Visitor Register/Log Book, handling complaints, Basic computer skills, pacifying an agitated visitor, Comprehension passage	90 Minutes	100 Marks (max. 10 questions) (The candidate has option to give paper in English or Hindi language)

<b>Paper-III</b> (Skill Assessment)	Through a short video both in Hindi and English Based on knowledge about the organisation i.e. NCERT Greeting a guest, Directing visitors to appropriate officer or staff, Departments/Divisions etc. Library, Publication Division, sale counter etc., giving information about questions related to organisation, getting a taxi, information about distance to airport, railway stations etc.	10 Minutes 5 min. each in English and Hindi	20 Marks
--	--	--	----------

### Note:

- Question in the Paper I & II will be of the level of Essential Qualification mentioned in the advertisement.
- The minimum qualifying marks for all each paper will be 50 % of the Maximum Marks for UR category and 40% of the Maximum Marks for SC/ST/PWD category.
- There shall be negative marking for wrong answers in Paper- I to the tune of  $\frac{1}{4}$ th of marks allocated per question.
- Merit shall be drawn only for candidates who qualify Paper-I, Paper -II and Paper-III separately.
- In case of bunching/bracketing of candidates in the results of the written test, the priority/merit list would be decided as follows:
  - In case of further bunching the candidate having more marks in Paper-I will be given preference.
  - In case of further bunching/bracketing of the candidates, the candidate having more marks in aggregate of Paper-II& III will be given preference.
  - In case of further bunching of candidates, the candidate senior in age will be given preference.
  - In case option at (a), (b) and (c) are exhausted, it will be decided through draw of lots.