

**Annexure-II**(Syllabus for **Lower Division Clerk/Cashier/Clerk-cum-Typist** Grade)

No. F.DI/ESTT/1-1/2000/

THE WRITTEN EXAMINATION &amp; INTERVIEW WILL BE HELD AS FOLLOWS:-

Subjects	Syllabus	Full Marks	Time
Paper-I English	Knowledge of English/ Bengali (OMR based MCQ Type)	40	2 (two) hours
	Job oriented questions. (OMR based MCQ Type)	30	
Paper-II General Knowledge & Current Affairs.	(i)Matter of common experience and current events and problems with special reference to India and world, helping the development of curiosity and interest among the youths.  (ii)Elementary knowledge of Indian History, Indian Geography and Constitution of India.  (OMR based MCQ Type)	100	2 (two) hours
Interview	Personal qualities of the candidates e.g. Intellectual ability, Interest in current affairs etc.	30	

- (a) Primary Merit list will be prepared by adding marks obtained in all papers of the written examination to restrict the number of candidates to be called for Interview. Number of candidates (category wise) qualified in the Written Examination shall be called for Interview in the following ratio subject to attaining of minimum qualifying marks in the written examination (35% for UR candidates and 30% for reserved candidates).

Number of candidate(s) to be selected.	Number of candidates to be called for Interview (Category- wise)
01(one)	05(five) candidates.(1:5)
02(two)	08( eight) candidates.(1:4)
03(three) and above	3(three) times the number of vacancies.(1:3)

Note: - Candidate(s) scoring marks equal to that of the last candidate so selected for the Interview will also be called for Interview.

- (b) Final Merit list will be prepared by adding the marks obtained in the Written examination and Interview. In no case a candidate will be called for Interview unless he/she appears in all papers of the Written Exam. If a candidate remains absent in Interview or/and Type Test his/her candidature will not be considered for final selection. After final selection, all selected candidates will be called for type Test on Computer. The Type Test shall be qualifying in nature and it carries no marks.



Secretary  
Industries & Commerce Department,  
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