

4. SELECTION PROCEDURE:-

For the posts of UDA-cum-Accountant, Stenographer, Lower Division Assistant, Bench Assistant, Typist, Data Entry Operator & Copyist:

Candidates whose applications are found correct in all respects will be called for a written test which will be conducted in the District Headquarters/ Range (s) or any other convenient venue(s) depending upon the number of candidates. The candidates will have to appear for the Written Test in the venue mentioned in his/her call letter. However, the Chairman, SLPRB, Assam reserves the right to change the venue (s) of the test as per convenience and no representation etc. will be entertained in this regard. Before entering the examination centre, biometrics of each candidate will be done.

There will be a common written test for UDA-cum-Accountant, Stenographer Gr.III, LDA, Bench Assistant and Typist. Similarly, there will be one common written test for Data Entry Operator and Copyist. There will be Practical Test for the posts of Stenographer, Lower Division Assistant, Bench Assistant, Typist, Data Entry Operator & Copyist. For the post of Office Peon and Chowkidar, there will be Physical Test and Viva-Voce.

5. WRITTEN TEST:-

The written test will be of 100 marks and will be completely OMR based. There will be negative marking and ½ mark will be deducted for each wrong answer. The questions will be set in four parts (i) Logical reasoning, aptitude, (ii) Matters relating to History and Culture of Assam and India, (iii) Comprehension and (iv) General Knowledge and Current Affairs. Candidates will use black ball pen to answer the OMR based answer sheet.

The Biometrics of all candidates will be taken before the conduct of Written Test.

6. PRACTICAL TEST- The Biometrics of the candidates taken prior to Written Test will be validated before the candidates are allowed to appear in the Practical Test.

For Stenographer, Lower Division Assistant, Bench Assistant, Typist, Data Entry Operator & Copyist:

Candidates numbering only 5 times the number of posts in respect of each category (Unreserved, OBC/MOBC, SC, ST (P) & ST (H)) will be called for Practical Test on merit. A list will be published in the Assam Police and SLPRB Website as well as in leading dailies of Assam.

If there are candidates scoring the same marks in Written Test as the last candidate selected for Practical Test by the 5 times formula in a particular case, the candidates scoring the same marks will also be called for Practical Test, and therefore the number may exceed the 5 times to that extent for that particular case and category only. A list will be published in the Assam Police and SLPRB website as well as in leading dailies of Assam.

A) Testimonials / Documents to be submitted when appearing in Practical Test: The candidates should bring a set of self attested photocopies along with the originals of the following documents / materials for verification by the Selection Committee on the date of second phase of Practical Test. Candidates failing to bring the original documents will not be considered for such qualifications as claimed by him/her and no further rectifications will be entertained after the test date.

- i. Certificate of proof of age. (H.S.L.C. / equivalent Admit Card)
- ii. a) Certificate of Graduation (B.A./B.Sc./B.Com. or equivalent) (pass certificate as well as marks sheet and diploma / certificate of Computer Proficiency (in original) for UDA-cum-Accountant, Stenographer, Lower Division Assistant, Bench Assistant & Typist.
- c) Certificate of HSSLC (Class-XII) or equivalent examination as well as marks sheet) and Computer Proficiency (in original) for Data Entry Operator.
- d) Certificate of HSSLC (Class-XII) or equivalent examination as well as marks sheet) (in original) for Copyist.
- e) Certificate of Caste from the competent authority in respect of the candidates belonging to ST (P) / ST (H) / SC / OBC & MOBC.
- i) 2 (two) copies of recent passport size photographs which was uploaded in the online application.

B) SCRUTINY OF DOCUMENTS:- All the original documents along with a set of photostat copies of the documents will be checked before the qualified candidate is allowed to appear in the Practical Test. Submission of any incorrect information or forged document at any stage will lead to disqualification of the candidate and may also render him / her liable to criminal prosecution. Original documents of a candidate may be put to check at any later stage of the recruitment process also. All the Photostat copies submitted by the candidates will have to be duly self attested by the candidate.

C) Components of Practical Test - 50 marks

a) For Stenographer, Lower Division Assistant, Bench Assistant, Typist & Data Entry Operator are as under:

	Marks	Duration of Time
i) Spelling test on computer -	20 marks	10 minutes
ii) Typing test on computer -	20 marks	10 minutes
iii) Online MCQ test -	<u>10 marks</u>	10 minutes
	50 marks	

Spelling Test on computer:

Candidates will have to correct the spelling from a given paragraph. There will be 40 incorrect words in the paragraph. 0.5 marks will be awarded for correcting a word.

Typing Test on computer :

Candidate will have to type a given paragraph containing 200 words. 0.1 mark for every correct word will be awarded.

Online MCQ (Multiple Choice Questions related to Computer knowledge) Test:

There will be 20 questions for MCQ test. 0.5 marks will be awarded for each correct answer. There will be no negative marking.

b) For Stenographer (Grade-III), the following will be additional test. (50 marks)

Sl. No	Description	Duration
	Stenography Test	
1	Speed Test in shorthand at a speed of 80 words per minute (Duration 5 minutes)(400 words) (Dictation)	
2	Time to be given to the candidates for testing the computer	3 Minutes
3	Time for transcription for the dictated portion in computer	20 Minutes

Marks for Dictation and its transcription:

Candidate will have to transcribe the dictated paragraph of 400 words on computer. 0.125 mark for every correct transcribed word will be awarded.

For the posts of Office Peon and Chowkidar

A) PHYSICAL EFFICIENCY TEST FOR 20 MARKS: There will be Physical Efficiency Test (PET) for the posts of Office Peon and Chowkidar. The biometrics of each candidate will be taken before they are allowed to appear in the PET. The PET consists of 1000 Metre long race using RFID chips and long jump. Both events will be competitive and under CC TV surveillance with recording facility.

B) VIVA VOCE FOR 30 MARKS: The Biometrics of the candidates taken at the time of Physical Efficiency Test (PET) will be validated before the candidates are allowed to appear in the Viva Voce (Second phase test).

There will be no written test for the posts of Office Peon and Chowkidar

7. FINAL SELECTION:-

Based on the aggregate performance of the candidates in the Written Test & Practical Test, the Final Merit Lists will be prepared for each category of posts as under:

A. There will be no practical test for the posts of UDA-cum-Accountant. However, for experience in accounting will be awarded additional marks as below:-

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|---|-----------------|
| i) Experience for 6 months or more but less than 3 years- | 2 (two) marks |
| ii) Experience for 3 years or more but less than 5 years- | 3 (three) marks |
| i) Experience for 5 years and more- | 5 (five) marks |

The merit list will be prepared based on written test for 100 marks and marks awarded for experience in accounting.

B. Lower Division Assistants/Bench Asstt/Typist/Date Entry Operator/Copyist

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|-------------------|---|-----------|
| 1) Written Test | - | 100 marks |
| 2) Practical Test | - | 50 marks |

Total - 150 marks

C. Stenographer (Grade-III)

- | | | |
|----------------------------|---|-----------------|
| 1) Written Test | - | 100 marks |
| 2) Practical Test | - | 50 marks |
| 3) <u>Stenography Test</u> | - | <u>50 marks</u> |

Total - 200 marks

D. For the posts of Office Peon and Chowkidar

- | | | |
|---------------------------------|---|-----------------|
| 1. Physical Fitness Test | - | 20 Marks |
| 2. Viva- Voce | - | 30 Marks |

Total - 50 marks