

### 3. PROCESS OF RECRUITMENT (for the posts to be filled up by Direct Recruitment):

| Sl. No. | Name of the post                                           | Process of Recruitment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|---------|------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1       | Assistant Director (Administration & Finance)- For Finance | a) <b>On-line Exam;</b> and<br>b) Interview                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 2       | Assistant Director (Marketing & Consumer Affairs)          | a) <b>On-line Exam;</b> and<br>b) Interview                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 3       | Assistant Director (Hindi)                                 | a) <b>On-line Exam;</b> and<br>b) Interview                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 4       | Personal Assistant                                         | a) <b>On-line Exam;</b> and<br>b) <b>Skill Test:</b><br>(i) <u>Computer Proficiency Test:</u><br>The test shall comprise course on Level-6 of National Skill Qualification Framework, which shall be qualifying in nature.<br>(ii) <u>Shorthand Test</u> .<br>Shorthand test in English or Hindi comprising dictation test at hundred words per minute for seven minutes which the candidates shall be required to transcribe in forty five minutes (English dictation) and in sixty minutes (Hindi dictation) and knowledge of computer.<br><i>Visually disabled candidates having disability of forty percent and above will be required to transcribe the matter in seventy minutes for English shorthand test and in ninety minutes for Hindi shorthand test.</i> The test shall be qualifying in nature. |
| 5       | Assistant Section Officer                                  | a) <b>On-line Exam;</b> and<br>b) <b>Skill Test:</b><br>(i) <u>Computer Proficiency Test:</u><br>The test shall comprise course on Level-6 of National Skill Qualification Framework, which shall be qualifying in nature<br>(ii) <u>Typing Speed Test:</u><br>[A typing speed of thirty five words per minute in English or thirty words per minute in Hindi on computer (thirty five words per minute and thirty words per minute correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word). Time allowed - ten minutes]. The test shall be qualifying in nature.                                                                                                                                                                                                                |
| 6       | Assistant (Computer Aided Design)                          | a) <b>On-line Exam</b> ; and<br>b) <b>Practical Skill Test</b> on drawing using Auto CAD/draftsmanship. The test shall be qualifying in nature.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 7       | Stenographer                                               | a) <b>On-line Exam;</b> and<br>b) <b>Skill Test:</b><br>(i) <u>Computer Proficiency Test:</u><br>The test shall comprise course on Level-5 of National Skill Qualification Framework, which shall be qualifying in nature<br>(ii) <u>Shorthand Test</u> .<br>English/Hindi Shorthand test at the speed of eighty words per minute which the candidates shall have to transcribe on Computer in fifty or sixty five minutes, respectively. The test shall be qualifying in nature.                                                                                                                                                                                                                                                                                                                             |
| 8       | Senior Secretariat Assistant                               | a) <b>On-line Exam;</b> and<br>b) <b>Qualifying Skill Test</b> in Computer Proficiency consisting of:<br>(a) Word Processing Test - 2000 Key Depressions in fifteen minutes;<br>(b) Test in Spread Sheets on Microsoft Excel - fifteen minutes; and<br>(c) Test in Power Point (Microsoft Power Point) – fifteen Minutes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 9       | Junior Secretariat Assistant                               | (a) <b>On-line exam</b> ; and<br>(b) <b>Typing Speed Test:</b><br>A typing speed of Thirty-five words per minute in English or Thirty words per minute in hindi on Computer (Thirty Five words per minute and Thirty Words per minute correspond to 10500 KDPH/ 9000 KDPH on an average of 5 key depressions for each word). Time allotted- (10 Minutes). The test shall be qualifying in nature.                                                                                                                                                                                                                                                                                                                                                                                                             |
| 10      | Technical Assistant (Lab)                                  | a) On-line Exam; and<br>b) Practical/Skill Test                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 11      | Senior Technician                                          | a) On-line Exam; and<br>b) Practical/Trade Test                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 12      | Technician                                                 | a) On-line Exam; and<br>b) Practical/Trade Test                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |