

Evaluation Criteria for the post of Hindi Typist

(for those candidates, who qualified the Typing Test conducted by the CUPB)

The following criteria will be used for final selection of the candidates among those shortlisted on the basis of evaluation cum screening test.

Academics Qualification (40%) 40 Marks		Experience (20%) (20 marks)			Evaluation through Examination (40%) (40 marks)	
Qualification (As on last date of Adv.)	Marks		Govt.	Private	Typing Test	Evaluation cum screening test
10th	5%	University/equivalent*	4/Per year	3/Per year		
10+2	15%	Other Institutes/ Organizations*	3/Per year	2/Per year	Qualifying nature having no marks	Objective test having 60 questions expected of +2 level
Graduation	10%					
Hindi as a subject (Compulsory/Elective) at 10+2 level	2 Marks	*Since the post is of clerical nature, experience on Clerical and Typing/Data Entry related posts will only be counted. Research & Teaching experience will have no marks. Minimum qualification as per Advertisement.				
Hindi as a subject (Compulsory/Elective) at Graduation level	3 Marks					
M.A. Hindi	5 Marks					

Total Marks = 100 (40 for Academics Qualification + 20 for experience + 40 for Evaluation through Examination)

- Experience Certificate in original will be checked and marks will be allowed only on production of relevant documentary proof. University can ask for additional documents to check/verify the experience claims.
- No document(s) other than Experience Certificate (such as Salary Slips/Joining/Relieving/Extension letters) will be accepted at the time of Document Verification on behalf of the Experience Certificate.
- No person will be given extra time for production of Experience Certificates. Therefore, all candidates must ensure that they have valid Experience Certificate with them at the time of Document Verification.
- Experience will be counted only after the date of fulfilling the minimum educational qualification as required for the post.
- Only post relevant experience of only those Univ./college/institutes will be counted which are either govt./Govt. approved/Govt. affiliated/recognized. The centre/state Govt. research institutes like IITs, IIMs, NITs, IIITs, IISERs, NIPERs, PBTI, CSIO, IHBT, Deemed Universities, etc. will be considered equal to university level. Further, the screening committee will decide upon the equivalency to Univ./institutes/organizations etc.
- Experience will be counted only over and above the minimum experience as asked in the advertisement.
- Those who have been employed to university/organization/Institutes/industries will also be considered for relevant experience depending on the place they have worked.
- Experience will be counted only up to the last date of the online application.
- Experience will be counted in segments of 6 month i.e. marks will not be calculated on prorata basis. For example if someone has experience of 0 to less than 6 month, 0 marks will be given in experience. Similarly if someone has 6 to less than 12 month experience, marks will be given for experience equal to 6 month.
- Experience at different level categories i.e. University/college/organization etc. any other will not be clubbed (combined) and treated individually (separately). However the experience individually of different colleges can be clubbed. Likewise, experience individually of different Univ. can be clubbed
- In case of a tie on the basis of total marks, the candidates higher in age will be considered.

Written Test for the post of Hindi Typist will comprise of 60 questions as detailed below:

1. 20 Multiple choice questions of half marks each comprising of General Knowledge; Reasoning & Mental Ability; Current Affairs;
2. 40 Multiple choice questions of half marks each comprising of Hindi & English Grammar, Administrative Terminology, Official Language Act/Rules & Regulations, Translation etc. Syllabus of these 40 questions will comprise the following:
 - a. हिंदी व्याकरण: उपसर्ग, प्रत्यय, लिंग-पुल्लिंग, वचन, विपरीतार्थक शब्द, पर्यायवाची शब्द, वर्तनी, संधि एवं संधि-विच्छेद, मानक शब्द, मुहावरे, लोकोक्तियां, अनेक शब्दों के लिए एक शब्द, आदि
 - b. English Grammar: Use of modals/articles, Synonyms, Antonyms, homogenous words, Phrases, One word substitute, spelling correction, sentence correction, administrative word-meanings (English-Hindi).
 - c. राजभाषा के रूप में हिंदी के लिए संवैधानिक प्रावधान: राजभाषा अधिनियम, 1963; राजभाषा नियम, 1976 (समय-समय पर यथा-संशोधित); राजभाषा संकल्प, 1968 आदि
Constitutional provisions for Hindi as Official Language of India: Official Language Act, 1963; Official Language Rules, 1976 (As amended from time to time); Official Language Resolution, 1968 etc.
 - d. अंग्रेजी से हिंदी एवं विपरीत अनुवाद; कार्यालयी पत्राचार एवं टिप्पण/प्रारूपण आदि
Translation from English to Hindi and vice-versa

Note:

1. Level of the questions of Hindi & English grammar will be of 10+2 standard.
2. There will be no negative marking for wrong answer.
3. There will be four options in answer having three wrong and one right option. Right answer will be given marks.
4. Candidates marking more than one option as answer to a question, will be given zero mark for that particular question.