

Evaluation Criteria for the post of Lower Division Clerk/Upper Division Clerk/Assistant

Academics Qualification 40%		Experience 20%			Evaluation through Examination 40%	
Qualification	Marks		Govt.	Private	General test	Specific to be post applied
10th	10%	University /equivalent	4/year	3/year	General test	Specific to be post applied
10+2	10%	College level/equivalent	3/year	2/year	20	20
GRADUATION	15%	School Level	1/year	1/year	OMR based objective type test will comprise of 2 parts. Part-1 general test of 40 questions of 0.5 marks each and Part -2 of 20 questions of 1 mark each. Duration of the exam will be 45 min. total.	
PG/Additional Qualification	4 Marks 2 marks/year, Max. for 2 years	Any other	1/year	0.5/year		
Above PG	1 Mark					

- Evaluation through examination will be compulsory and minimum qualifying marks in the evaluation test will be 40%.
- Any additional certificate Course/Diploma after 10+2 level = 2 marks/year, Maximum for 2 years i.e. 4 marks
- 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.
- Only post relevant experience of only those organizations/institutes/industries will be counted which are either govt./Govt. approved/Govt. affiliated/recognized etc.
- Experience will be counted only over and above the minimum experience as asked in the advertisement.
- Those who have been employed to university/college/school/any other through outsourcing agency 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 application submission.
- 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/School/any other will not be clubbed (combined) and treated individually (separately).
- In case of a tie on the basis of total marks, the candidates higher in age will be considered.
- **Syllabus for Examination:** Language Proficiency in English, General Knowledge, Computers & IT, Analytical ability, Mental ability, University System, Govt. office Procedures, Basic Gol Rules etc.