

Post/Service, the status of ex-serviceman and /or is in a position to establish his acquired entitlement by documentary evidence from the competent authority that he would complete specified term of engagement from the Armed Forces within the stipulated period of one year from the closing date of the application form.

Explanation

The persons serving in the Armed Forces of the Union, who on retirement from service, would come under the category of "ex-serviceman" may be permitted to apply for re-employment, one year before the completion of the specified terms of engagement and avail themselves of all concessions available to Ex-Servicemen but shall not be permitted to leave the uniform until they complete the specified term of engagement in the Armed Forces of Union.

All such candidates who are serving in the Armed Forces and intend to apply under Ex-Servicemen category will be required to submit NOC from the department which shall clearly mention their date of discharge from the Armed Forces. The date of discharge/ date of completion of specified term of engagement with the Armed Forces must be within one year from the closing date of application form. NOC having no mention of the date of discharge from the Armed forces will not be entertained and their Application forms will be rejected without assigning any further reasons.

Note:- A matriculate ex-servicemen (which term include an ex-servicemen, who has obtained the Indian Army Special Certificate of education or the corresponding certificate in the Navy or the Air Force), who has put in not less than 15 years of service as on closing date of application form with the Armed Forces of the Union will be considered eligible for applying for the post.

8. METHOD OF RECRUITMENT

The selection process shall consist of the following compulsory tests in the given order:-

Tests/Exams	Maximum Marks/ Qualifying
(i) Computer Based Examination	100 Marks
(ii) Physical Endurance & Measurement Tests (PE&MT)	Qualifying
(iii) Typing Test on Computer	25 Marks
(iv) Computer (Formatting) Test	Qualifying
FINAL RESULT	125 MARKS

9. COMPUTER BASED EXAMINATION--OBJECTIVE TYPE:-

All the candidates shall be put through a Computer Based Examination on the subjects as mentioned below. There will be 'No' negative marks for wrong answer. The question paper for Computer Based Examination **except Part D** will be conducted in HINDI and ENGLISH Only.

Subject (Not in sequence)		No. of Questions	Max. Marks	Time Duration (For all five Parts)
Part-A	General Awareness	20	20	90 Minutes
Part-B	Quantitative Aptitude (Basic Arithmetic Skill)	20	20	
Part-C	General Intelligence	25	25	
Part-D	English Language (Basic Knowledge)	25	25	
Part-E	Computer Fundamentals, MS Excel, MS Word, Communication, Internet, WWW and Web Browsers etc.	10	10	
Total		100	100	

Indicative Syllabus for Computer Base Examination

(A) **General Awareness:** Questions are designed to test the candidate's general awareness around him/her and its application to society. Questions are also designed to test his/her knowledge of current events and of such matters of everyday observation and experience in their scientific aspect as may be expected of an educated person. The test will also include questions relating to India and its neighboring countries especially pertaining to History, Culture, Geography, Indian Economy, General Polity, Indian Constitution, Scientific Research. These questions will be such that they do not require a special study of any discipline.

(B) **Quantitative Aptitude:**

Number Systems: Computation of Whole Number, Decimal and Fractions, Relationship between numbers.

Fundamental arithmetical operations: Percentages, Ratio and Proportion, Square roots, Averages, Interest (Simple and Compound), Profit and Loss, Discount, Partnership Business, Mixture and Allegation, Time and distance, Time and work.

Algebra: Basic algebraic identities of School Algebra and Elementary surds (simple problems) and Graphs of Linear Equations.

Geometry: Familiarity with elementary geometric figures and facts:

Triangle and its various kinds of centres, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles.

Mensuration: Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square Base.

Trigonometry: Trigonometry, Trigonometric ratios, Complementary angles, Height and distances (simple problems only).

Statistical Charts: Use of Tables and Graphs: Histogram, Frequency polygon, Bar-diagram, Pie-chart.

(C) **General Intelligence:** It would include questions of both verbal and non-verbal type. The test will include questions on Semantic Analogy, Symbolic operations, Symbolic/ Number Analogy, Trends, Figural Analogy, Space Orientation, Semantic Classification, Venn Diagrams, Symbolic/ Number Classification, Drawing inferences, Figural Classification, Punched hole/ pattern-folding & unfolding, Semantic Series, Figural Pattern - folding and completion, Number Series, Embedded figures, Figural Series, Critical Thinking, Problem Solving, Emotional Intelligence, Word Building, Social Intelligence, Coding and de-coding.

(D) **English Language:** Spot the Error, Fill in the Blanks, Synonyms/ Homonyms, Antonyms, Spellings/ Detecting mis-spelt words, Idioms & Phrases, One word substitution, Improvement of Sentences, Active/ Passive Voice of Verbs, Conversion into Direct/ Indirect narration, Shuffling of Sentence parts, Shuffling of Sentences in a passage, Cloze Passage, Comprehension Passage.

(E) **Computer Fundamentals, MS Excel, MS Word, Communication, Internet, WWW and Web Browsers etc.**

This paper will include questions on the following:

1. Elements of Word Processing (Word Processing Basics, Opening and closing Documents, Text Creation, Formatting the Text and its presentation features).
2. MS Excel (Elements of Spread Sheet, Editing of Cells, Function and Formulas).