

Annexure – B

Details of selection criteria as mentioned against each post as proposed in the following table:

Sr. No.	Name of the Post(s)	Selection Criteria	
1.	Clerk-cum-Data Entry Operator	A. Written Test : 90 Marks	There shall be 90 multiple choice questions, including English, Hindi, Arithmetic, General Awareness & General Sciences alongwith questions for aptitude test (Duration of Test 90 Minutes). Note: 40 marks (35 marks for SC Category) is mandatory as qualifying marks out of 90 marks of Written Test for all candidates.
		B. Socio-Economic criteria : 10 Marks	* Details of Socio-Economic criteria
		Note: The type test have been substituted with State Eligibility Test in Computer Appreciation and Applications (SETC) as a part of Service requirement for Clerk/ Clerk-cum-DEO/ Steno-typist vide Chief Secretary Notification No. 42/164/2008-3GS-II dated 22.09.2017. All the candidates have to qualify the SETC within a period of one year, if selected, otherwise they will not be confirmed and will not be eligible for annual increments. Candidates having computer qualifications from reputed institutions (BCA/ MCA/ B. Tech./ M. Tech. in Computer Sciences from Universities and Colleges, Diploma in Computers from Government Polytechnics, HKCL, HARTRON, DOEACC/ NIELIT etc.) shall be exempted from SETC.	
2.	Steno-typist (English)	A. Written Test : 45 Marks	There shall be 90 multiple choice questions, including English, Hindi, Arithmetic, General Awareness & General Sciences alongwith questions for aptitude test (Duration of Test 90 Minutes). Note: 40 marks (35 marks for SC Category) is mandatory as qualifying marks out of 90 marks of Written Test for all candidates. (Weight-age 50%)
		B. Shorthand Test : 45 Marks	Short-hand speed @ 80 words per minute and ability to transcript the same speed @ 15 words per minutes. ½ marks will be deducted for 1 mistake from the total marks of shorthand test. This condition will be applicable only on qualifying candidates who qualify the shorthand test having

			maximum 8% mistakes in English i.e. 32.
		C. Socio-Economic criteria : 10 Marks	* Details of Socio-Economic criteria
		<p>Note: The type test have been substituted with State Eligibility Test in Computer Appreciation and Applications (SETC) as a part of Service requirement for Clerk/ Clerk-cum-DEO/ Steno-typist vide Chief Secretary Notification No. 42/164/2008-3GS-II dated 22.09.2017. All the candidates have to qualify the SETC within a period of one year, if selected, otherwise they will not be confirmed and will not be eligible for annual increments. Candidates having computer qualifications from reputed institutions (BCA/ MCA/ B. Tech./ M. Tech. in Computer Sciences from Universities and Colleges, Diploma in Computers from Government Polytechnics, HKCL, HARTRON, DOEACC/ NIELIT etc.) shall be exempted from SETC.</p>	
3.	Driver	A. Written Test : 45 Marks	<p>There shall be 90 multiple choice questions, including English, Hindi, Arithmetic, General Awareness & General Sciences alongwith questions for aptitude test (Duration of Test 90 Minutes).</p> <p>Note: 40 marks (35 marks for SC Category) is mandatory as qualifying marks out of 90 marks of Written Test for all candidates.</p> <p>(Weight-age 50%)</p>
		<p>B. Skill Test/ Driving Test : 45 Marks</p> <p>(Driving test is compulsory to qualify by the Candidates with minimum 20 marks)</p>	<p>Skill Test/ Driving Test contains different tests like DUG test, ZIG ZAG / 8 shape test (forward and reverse), Road test etc. etc.</p>
		C. Socio-Economic criteria : 10 Marks	* Details of Socio-Economic criteria
4.	Lab. Technician Gr. B	A. Written Test : 90 Marks	<p>There shall be 90 multiple choice questions, including English, Hindi, Arithmetic, General Awareness & General Sciences alongwith questions for aptitude test (Duration of Test 90 Minutes).</p> <p>Note: 40 marks (35 marks for SC Category) is mandatory as qualifying marks out of 90 marks of Written Test for all candidates.</p>
		B. Socio-Economic criteria : 10 Marks	* Details of Socio-Economic criteria

5.	Lab. Attendant	A. Written Test : 90 Marks	There shall be 90 multiple choice questions, including English, Hindi, Arithmetic, General Awareness & General Sciences alongwith questions for aptitude test (Duration of Test 90 Minutes). Note: 40 marks (35 marks for SC Category) is mandatory as qualifying marks out of 90 marks of Written Test for all candidates.
		B. Socio-Economic criteria : 10 Marks	* Details of Socio-Economic criteria
6.	Restorer	A. Written Test : 90 Marks	There shall be 90 multiple choice questions, including English, Hindi, Arithmetic, General Awareness & General Sciences alongwith questions for aptitude test (Duration of Test 90 Minutes). Note: 40 marks (35 marks for SC Category) is mandatory as qualifying marks out of 90 marks of Written Test for all candidates.
		B. Socio-Economic criteria : 10 Marks	* Details of Socio-Economic criteria
7.	Library Attendant	A. Written Test : 90 Marks	There shall be 90 multiple choice questions, including English, Hindi, Arithmetic, General Awareness & General Sciences alongwith questions for aptitude test (Duration of Test 90 Minutes). Note: 40 marks (35 marks for SC Category) is mandatory as qualifying marks out of 90 marks of Written Test for all candidates.
		B. Socio-Economic criteria : 10 Marks	* Details of Socio-Economic criteria
8.	Workshop Helper	A. Written Test : 90 Marks	There shall be 90 multiple choice questions, including English, Hindi, Arithmetic, General Awareness & General Sciences alongwith questions for aptitude test (Duration of Test 90 Minutes). Note: 40 marks (35 marks for SC Category) is mandatory as qualifying marks out of 90 marks of Written Test for all candidates.
		B. Socio-Economic criteria	* Details of Socio-Economic criteria

		: 10 Marks	
9.	Peon	A. Written Test : 90 Marks	There shall be 90 multiple choice questions, including English, Hindi, Arithmetic, General Awareness & General Sciences alongwith questions for aptitude test (Duration of Test 90 Minutes). Note: 40 marks (35 marks for SC Category) is mandatory as qualifying marks out of 90 marks of Written Test for all candidates.
		B. Socio-Economic criteria : 10 Marks	* Details of Socio-Economic criteria
10.	Bus Helper	A. Written Test : 45 Marks	There shall be 90 multiple choice questions, including English, Hindi, Arithmetic, General Awareness & General Sciences alongwith questions for aptitude test (Duration of Test 90 Minutes). Note: 40 marks (35 marks for SC Category) is mandatory as qualifying marks out of 90 marks of Written Test for all candidates. (Weight-age 50%)
		B. Skill Test/ Driving Test : 45 Marks (Driving test is compulsory to qualify by the Candidates with minimum 20 marks)	Skill Test/ Driving Test contains different tests like DUG test, ZIG ZAG / 8 shape test (forward and reverse), Road test etc. etc.
		C. Socio-Economic criteria : 10 Marks	* Details of Socio-Economic criteria
11.	Waiter-cum-Cleaner	A. Written Test : 45 Marks	There shall be 90 multiple choice questions, including English, Hindi, Arithmetic, General Awareness & General Sciences alongwith questions for aptitude test (Duration of Test 90 Minutes). Note: 40 marks (35 marks for SC Category) is mandatory as qualifying marks out of 90 marks of Written Test for all candidates. (Weight-age 50%)

	<p>B. Skill Test : 45 Marks</p> <p>(Skill test is compulsory to qualify by the Candidates with minimum 20 marks)</p>	Skill Test contains different tests in Guest House Mess, Dinning Area, Rooms etc. etc.
	<p>C. Socio-Economic criteria : 10 Marks</p>	* Details of Socio-Economic criteria

*** Details of Socio-Economic criteria: (Only upto 10 Marks maximum)**

The marks for socio-economic criteria are to be allocated as follows:

- (a) If no person from among the applicant's father, mother, spouse, brothers, sisters, sons and daughters is, was or has been a regular employee in any Department, Board, Corporation, Company, Statutory Body, Commission or Authority of Haryana Government or any other State Government or Government of India. **(5 Marks)**
- (b) a. If the applicant is a widow; or
b. if the applicant is the first or the second child and his father had died before attaining the age of 42 years; or
c. if the applicant is the first or the second child and his father had died before the applicant had attained the age of 15 years. **(5 Marks)**
- (c) if the applicant belongs to such a denotified tribe or nomadic tribe of Haryana which is neither a scheduled caste nor a backward class **(5 Marks)**
- (d) Experience: One-half (=0.5) mark for each year or part thereof exceeding six months of experience, out of a maximum of 16 years, on the same or higher post in any Department/ Board/ Corporation/ Statutory Body/ Authority of Government of Haryana. No marks will be awarded for any period less than six months. **(A maximum of 8 Marks)**

REGISTRAR