

National Institute of Open Schooling NOIDA

1. Scheme of Examination for the Post Section Officer to be filled on direct recruitment

Written Test	(i) Paper-I, Objective Type Test	2 hours duration	100 Marks
	(ii) Paper-II, Descriptive Type Test	3 hours duration	100 Marks
Interview	---	---	50 marks
Total			250 Marks

2. Written Test

2.1 Paper-I Objective Type Test

Scheme of the Examination:

Section	Paper	No. of questions (01 Marks each)	Marks	Time Duration	Minimum Qualifying marks on this paper out of total 100 marks
A	General English	20	20	2 hours*	1. 45% for General & EWS 2. 40% for OBC 3. 35% for SC/ST/PwD
B	General Knowledge & Current Affairs	20	20		
C	General Intelligence & Reasoning	15	15		
D	Quantitative Aptitude	15	15		
E	Subject knowledge	30	30		
Total		100	100		

* Time Duration for PwD categories will be as per Government of India's Rules

2.2 Paper-II Descriptive Type Test

Scheme of the Examination:

Section	Paper	Marks	Time Duration	Minimum Qualifying marks on this paper out of total 100 marks
A	General English/Hindi – Precis, Letter writing, Noting, Drafting and applied English Grammar	30	3 hours*	1. 45% for General & EWS 2. 40% for OBC 3. 35% for SC/ST/PwD
B	Office Procedures, Service Rules	40		
C	Financial rules & regulations and Financial Administration including book-keeping	30		
	Total	100		

* Time Duration for PWD categories will be as per Government of India's Rules

3. Interview

	Marks	Remarks
Interview	50	Those who qualify in the written test (both paper-I & paper-II separately) would be invited for the interview in the ratio of maximum 1:10 of posts advertised

4. Indicative Syllabus for the Written Test

4.1 Paper-I Objective Type Test

4.1.1 Section A:- General English:- Spot the Error, Fill in the Blanks, Synonyms, Antonyms, Spellings/Detecting Misspelt words, Idioms & Phrases, One word substitution, Active/Passive Voice, Conversion into Direct/Indirect narration, Shuffling of Sentence parts, Comprehension Passage

4.1.2 Section B:- General Knowledge and Current Affairs:- Questions in this component will be aimed at testing the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observations and experience as may be expected of any educated person. The test may also include questions relating to India and its

neighbouring countries especially pertaining to History, Culture, Geography, Economics, Govt policy on Education scenario in India.

- 4.1.3 Section C:- General Intelligence & Reasoning:-** This component may include questions on analogies, similarities and differences, problem solving, analysis, judgment, decision making, discrimination, observation, relationship concepts, arithmetical reasoning, arithmetic number series, coding and decoding, statement conclusion. Indexing, Address matching, Date & city matching, Classification of centre codes/roll numbers, Small & Capital letters/numbers coding, decoding and classification and Critical thinking.
- 4.1.4 Section D:- Quantitative Aptitude:-** The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidates. The scope of the test may cover topics such as computation of whole numbers, decimals, fractions and relationships between numbers, Percentage, Ratio & Proportion, Square roots, Averages, Interest, Profit and Loss, Discount, Time and distance, Time & Work, Basic algebraic identities of School Algebra & Elementary surds, Heights and Distances.
- 4.1.5 Section E:- Subject Knowledge:-** Office procedure, Service Rules, Financial rules and regulations, Office Administration and Financial Administration including book-keeping.
- 4.2 Paper – II Descriptive Type Test**
- 4.2.1 Section A:- General English/Hindi :-** This section of the paper will be designed to test the candidate's knowledge of English/Hindi Grammar and composition, and generally their ability to understand and ability to write correct English/Hindi. Evaluation will also take into account the arrangement, general expression and workman-like use of the language. This section may include questions on essay writing, précis, letter writing, noting, drafting and applied grammar.
- 4.2.2 Section B:- Office Procedures, Service Rules:-** Composition and working of a file, preparation and submission of cases, security of official information and documents, recording of files, editing and printing of important files classified under Class A, collection of printing of departmental decision, record retention schedule and weeding out of records, review of performance, punctuality, regulation of attendance and observance of proper office decorum, drafting of communication, circulation and keeping of the confidential records.
- Service Rules :** Advances, Children education allowance, compensatory allowance, conduct rules, departmental promotion committee, deputation and foreign service, discipline rules, income tax, joining time, leave rules, LTC, Medical Attendance Rules (CSMA Rules), pay, GPF, quitting service- other than superannuation, reservations and concession in appointments, resignation and removal and dismissal, retirement on superannuation, seniority and promotion, Travelling Allowance, New Pension Scheme, The Sexual Harassment of Women at workplace Act 2013, RTI
- 4.2.3 Section C:- Financial rules & regulations and Financial Administration**

including book-keeping :- Financial rules & regulations, Financial administration, GFR, Purchase procedures, Accountancy, Bank Reconciliation and Taxation Provisions etc.

5. General Instructions

- 5.1 The question paper would be bilingual (English and Hindi) (Except English paper) and the applicants will have the option to respond in either of the languages. However, the same medium of languages must be used throughout.
- 5.2 The questions in the written test will be of the level of degree, which is defined as the minimum eligibility for the respective post.
- 5.3 Answer script of Paper-II (Descriptive type test) of a candidate would be evaluated, only if the candidate qualified in Paper-I (Objective type test)
- 5.4. There shall be negative marking for wrong answers in Paper-I to the tune of $1/4^{\text{th}}$ of marks allotted per question.
- 5.5 Those who qualify in the written test (both paper-I & paper-II separately) would be invited for the interview.
- 5.6 Final Merit shall be drawn on the basis of combined scores of Paper-I and Paper-II and also interview.
- 5.7 In the event of tie in scores, the following will be taken in order of preference in deciding the merit.
- a) Marks obtained in Graduation
 - b) Marks obtained in 12th examination.
 - c) Marks obtained in the 10th exam.
 - d) Candidates senior in age will be given preference.
 - e) In case all the options above are exhausted, it will be decided by referring to the alphabetical order of the names taking first name into consideration.
- 5.8 Written Examination will be conducted at 5 (five) cities viz. New Delhi/Delhi/NCR, Pune, Chennai, Kolkatta, Guwahati. However, NIOS may at its discretion change, cancel, reassign, alter any venue / centre or all venues / centre without issuing any reason thereof.
- 5.9 Interview will be held at NIOS Headquarters only.