

SCHEME AND SYLLABUS OF EXAMINATION OF PROFICIENCY TEST FOR JUNIOR ASSISTANT

Papers	Sections	Duration	Maximum Marks	Qualifying Marks
Paper-I	Typewriting in Hindi on Computer (Speed Test)	10 Minutes	25	10
Paper-II	Typewriting in English on Computer (Speed Test)	10 Minutes	25	10
Paper-III	Efficiency Test (Proficiency in MS Word)	20 Minutes	50	20
			100	40

It will be necessary for a candidate to do typing work on computer and he will bring his own pen & pencil for test.

