

## **GENERAL INSTRUCTIONS TO THE CANDIDATES**

1. There will be one paper of 3 hours duration comprising of Part I and Part II.
2. Question paper will be set in both languages i.e. English and Hindi (except Language Section). In case of any discrepancy in interpretation of questions, English version will be considered correct.
3. The Question papers shall comprise of multiple-choice questions.
4. Part - I consist of 60 questions. Each carry 3 marks.
5. Part - II consists of 90 questions. Each carry 3 marks.
6. There shall be one-third ( $1/3$  i.e. 1 mark) negative marking for each wrong answer.
7. A Candidate must score minimum qualifying marks (40% i.e. 72 marks out of 180 marks) in Part-I and minimum qualifying marks (40% i.e. 108 marks out of 270 marks) in Part-II.
8. Merit of the candidates who have qualified Part-I & Part-II, shall be prepared on the basis of total marks obtained in Part-I & Part-II. In case, where there is a provision of proficiency tests exist; final declaration of merit would include the total marks obtained in both written examination and proficiency test.

9. The level of examination of Part I would be equivalent to that of the Secondary Examination of the Board of Secondary Education, Rajasthan for post no. 1 to 8.
10. The level of examination of Part-II would be equivalent to qualification as prescribed in the detailed advertisement for post no. 1 to 8.
11. Tie breaking Conditions:
  - I. If the score of two or more candidates are equal, the candidate (s) having higher age will be given preference.
  - II. If the candidate are having same date of birth, the candidate (s) having higher marks in Part-II of examination be given preference.
  - III. If the candidate are having same Date of Birth & same marks in part-II of examination, the candidate (s) having higher marks in Xth exam will be given preference.

**महत्वपूर्ण निर्देश**  
**(निजी सहायक ग्रेड-द्वितीय एवं कनिष्ठ सहायक)**

- निजी सहायक ग्रेड-द्वितीय के पद के लिए आवेदन पत्र ऑनलाईन भरते समय आशुलिपि की भाषा (अंग्रेजी या हिन्दी) का चयन आवश्यक रूप से कर लें।
- दक्षता परीक्षा MS Office (Word, Excel, Power Point) में ली जायेगी
- दक्षता परीक्षा में हिन्दी टंकण हेतु फॉन्ट "DevLys 010" का प्रयोग किया जायेगा।