#### SHORTLISTING CRITERIA FOR THE POST OF PRIVATE SECRETARY (ADVT. NO. 1542 DATED 04.08.2023)

Merit of the shortlisted candidates will be prepared on the basis of the academic career (10 marks), experiences (05 marks) and performance in the tests (85 marks) as per the criteria given below:

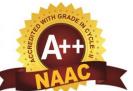
Qualifications/Experiences/ performance in written test	Marks (Max.)
Academics:	
10% of the marks obtained in the qualifying degree as per the eligibility criteria	10
Experiences:	
Over and above minimum required relevant experience mentioned in the advertisement, 1 mark will be given for each completed year (subject to maximum of 05 marks). For any experience less than 6 months, no mark will be awarded, and for any experience equal to or more than 6 months but less than 12 months, 0.5 marks will be awarded. The total relevant experience will be calculated and weightage will be given on total relevant experience, rounded off only once for cumulative experience.	05
Performance in Written / Skill Tests	
80% of the marks secured in the Skill Test (out of max. 50 marks) <b>NB:</b> The Answer Script of Paper-II of a candidate would be evaluated, only if the candidate qualifies in the Skill Test (min. 36% marks).	40
45% of the marks secured in the Written Test [Paper-I & Paper-II] (MCQ) [out of max. 100 marks]	45
Total	100

#### SHORTLISTING CRITERIA FOR THE POST OF PERSONAL ASSISTANT (ADVT. NO. 1542 DATED 04.08.2023)

Merit of the shortlisted candidates will be prepared on the basis of the academic career (10 marks), experiences (05 marks) and performance in the tests (85 marks) as per the criteria given below:

Qualifications/Experiences/ performance in written test	Marks (Max.)
Academics:	
10% of the marks obtained in the qualifying degree as per the	10
eligibility criteria	10
Experiences:	
Over and above minimum required relevant experience	
mentioned in the advertisement, 1 mark will be given for each	
completed year (subject to maximum of 05 marks).	
For any experience less than 6 months, no mark will be awarded,	
and for any experience equal to or more than 6 months but less	05
than 12 months, 0.5 marks will be awarded.	
The total relevant experience will be calculated and weightage will	
be given on total relevant experience, rounded off only once for	
cumulative experience.	
Performance in Written / Skill Tests	
80% of the marks secured in the Skill Test (out of max. 50 marks)	
<b>NB:</b> The Answer Script of Paper-II of a candidate would be evaluated,	40
only if the candidate qualifies in the Skill Test (min. 36% marks).	
45% of the marks secured in the Written Test [Paper-I & Paper-II]	45
(MCQ) [out of max. 100 marks]	TJ
Total	100





(CGPA-3.54)

#### SHORTLISTING CRITERIA FOR THE POST OF ASSISTANT (ADVT. NO. 1542 DATED 04.08.2023)

Merit of the shortlisted candidates will be prepared on the basis of the academic career (10 marks), experiences (05 marks) and performance in the tests (85 marks) as per the criteria given below:

Qualifications/Experiences/ performance in written test	Marks (Max.)
Academics:	
10% of the marks obtained in the qualifying degree* as per the	
eligibility criteria	10
<ul> <li>Eligibility will be checked initially at the level of UG. If eligible,</li> </ul>	10
the same will only be considered, otherwise PG.	
Experiences:	
Over and above minimum required relevant experience	
mentioned in the advertisement, 1 mark will be given for each	
completed year (subject to maximum of 05 marks).	
For any experience less than 6 months, no mark will be awarded,	
and for any experience equal to or more than 6 months but less	05
than 12 months, 0.5 marks will be awarded.	
The total relevant experience will be calculated and weightage will	
be given on total relevant experience, rounded off only once for	
cumulative experience.	
Performance in Written / Skill Tests	
40% of the marks secured in the Skill Test (out of max. 100 marks)	
<b>NB:</b> The Answer Script of Paper-II of a candidate would be evaluated,	40
only if the candidate qualifies in the Skill Test (min. 35% marks).	
45% of the marks secured in the Written Test [Paper-I & Paper-II]	45
(MCQ) [out of max. 100 marks]	45
Total	100





(CGPA-3.54)

SHORTLISTING CRITERIA FOR THE POST OF PROFESSIONAL ASSISTANT

(ADVT. NO. 1542 DATED 04.08.2023)

Merit of the shortlisted candidates will be prepared on the basis of the academic career (10 marks), experiences (05 marks) and performance in the tests (85 marks) as per the criteria given below:

Qualifications/Experiences/ performance in written test	Marks (Max.)
Academics:	
10% of the marks obtained in the qualifying degree as per the	10
eligibility criteria	10
Experiences:	
Over and above minimum required relevant experience	
mentioned in the advertisement, 1 mark will be given for each	
completed year (subject to maximum of 05 marks).	
For any experience less than 6 months, no mark will be awarded,	
and for any experience equal to or more than 6 months but less	05
than 12 months, 0.5 marks will be awarded.	
The total relevant experience will be calculated and weightage will	
be given on total relevant experience, rounded off only once for	
cumulative experience.	
Performance in Written / Skill Tests	
40% of the marks secured in the Skill Test (out of max. 50 marks)	
<b>NB:</b> The Answer Script of Paper-II of a candidate would be evaluated,	40
only if the candidate qualifies in the Skill Test (min. 35% marks).	
45% of the marks secured in the Written Test [Paper-I & Paper-II]	45
(MCQ) [out of max. 100 marks]	73
Total	100

#### SHORTLISTING CRITERIA FOR THE POST OF STATISTICAL ASSISTANT (ADVT. NO. 1542 DATED 04.08.2023)

Merit of the shortlisted candidates will be prepared on the basis of the academic career (10 marks), experiences (05 marks) and performance in the tests (85 marks) as per the criteria given below:

Qualifications/Experiences/ performance in written test	Marks (Max.)
Academics:	
10% of the marks obtained in the qualifying degree as per the	10
eligibility criteria	10
Experiences:	
Over and above minimum required relevant experience	
mentioned in the advertisement, 1 mark will be given for each	
completed year (subject to maximum of 05 marks).	
For any experience less than 6 months, no mark will be awarded,	
and for any experience equal to or more than 6 months but less	05
than 12 months, 0.5 marks will be awarded.	
The total relevant experience will be calculated and weightage will	
be given on total relevant experience, rounded off only once for	
cumulative experience.	
Performance in Written / Skill Tests	
80% of the marks secured in the Skill Test (out of max. 50 marks)	
<b>NB:</b> The Answer Script of Paper-II of a candidate would be evaluated,	40
only if the candidate qualifies in the Skill Test (min. 35% marks).	
45% of the marks secured in the Written Test [Paper-I & Paper-II]	45
(MCQ) [out of max. 100 marks]	73
Total	100

# SHORTLISTING CRITERIA FOR THE POST OF LOWER DIVISION CLERK (ADVT. NO. 1542 DATED 04.08.2023)

Merit of the shortlisted candidates will be prepared on the basis of the academic career (10 marks), experiences (05 marks) and performance in the tests (85 marks) as per the criteria given below:

Qualifications/Experiences/ performance in written test	Marks (Max.)
Academics:	
10% of the marks obtained in the qualifying degree as per the	10
eligibility criteria	10
Experiences:	
Over and above minimum required relevant experience	
mentioned in the advertisement, 1 mark will be given for each	
completed year (subject to maximum of 05 marks).	
For any experience less than 6 months, no mark will be awarded,	
and for any experience equal to or more than 6 months but less	05
than 12 months, 0.5 marks will be awarded.	
The total relevant experience will be calculated and weightage will	
be given on total relevant experience, rounded off only once for	
cumulative experience.	
Performance in Written / Skill Tests	
40% of total marks secured in Trade & Computer Skill Test	
(out of max. 100 marks)	
(A) Typing Test for the post of LDC is of qualifying in nature. Only those	
candidates, who qualify in Trade Test (Typing Speed Test), will be	
considered for evaluation of Skill Test. (Minimum typing speed of	
35 wpm in English OR 30 wpm in Hindi).	40
Beyond 35 wpm in English / 30 wpm in Hindi, every increment of	
one correct word per minute will be awarded with 0.5 mark	
(B) 30% of the marks secured in the Skill Test	
NB: The Answer Script of Paper-II of a candidate would be evaluated,	
only if the candidate qualifies in the Skill Test (min. 35% marks).	
45% of the marks secured in the Written Test [Paper-I & Paper-II]	45
(MCQ) [out of max. 100 marks]	
Total	100

#### SHORTLISTING CRITERIA FOR THE POST OF COOK (ADVT. NO. 1542 DATED 04.08.2023)

Merit of the shortlisted candidates will be prepared on the basis of the academic career (10 marks), experiences (05 marks) and performance in the tests (85 marks) as per the criteria given below:

Qualifications/Experiences/ performance in written test	Marks (Max.)
Academics:	
10% of the marks obtained in the qualifying degree as per the eligibility criteria	10
Experiences:	
Over and above minimum required relevant experience mentioned in the advertisement, 1 mark will be given for each completed year (subject to maximum of 05 marks). For any experience less than 6 months, no mark will be awarded, and for any experience equal to or more than 6 months but less than 12 months, 0.5 marks will be awarded. The total relevant experience will be calculated and weightage will be given on total relevant experience, rounded off only once for cumulative experience.	05
Performance in Written / Skill Tests	
80% of the marks secured in the Skill Test (out of max. 50 marks) <b>NB:</b> The Answer Script of Paper-II of a candidate would be evaluated, only if the candidate qualifies in the Skill Test (min. 36% marks).	40
45% of the marks secured in the Written Test [Paper-I & Paper-II] (MCQ) [out of max. 100 marks]	45
Total	100



(CGPA-3.54)

#### SHORTLISTING CRITERIA FOR THE POST OF DRIVER (ADVT. NO. 1542 DATED 04.08.2023)

Merit of the shortlisted candidates will be prepared on the basis of the academic career (10 marks), experiences (05 marks) and performance in the tests (85 marks) as per the criteria given below:

Qualifications/Experiences/ performance in written test	Marks (Max.)
Academics:	
10% of the marks obtained in the qualifying degree as per the	10
eligibility criteria	10
Experiences:	
Over and above minimum required relevant experience	
mentioned in the advertisement, 1 mark will be given for each	
completed year (subject to maximum of 05 marks).	
For any experience less than 6 months, no mark will be awarded,	
and for any experience equal to or more than 6 months but less	05
than 12 months, 0.5 marks will be awarded.	
The total relevant experience will be calculated and weightage will	
be given on total relevant experience, rounded off only once for	
cumulative experience.	
Performance in Written / Skill Tests	
80% of the marks secured in the Skill Test (out of max. 50 marks)	
<b>NB:</b> The Answer Script of Paper-II of a candidate would be evaluated,	40
only if the candidate qualifies in the Skill Test (min. 36% marks).	
45% of the marks secured in the Written Test [Paper-I & Paper-II]	45
(MCQ) [out of max. 100 marks]	40
Total	100



(CGPA-3.54)

### SHORTLISTING CRITERIA FOR THE POST OF LABORATORY ATTENDANT

(ADVT. NO. 1542 DATED 04.08.2023)

Merit of the shortlisted candidates will be prepared on the basis of the academic career (10 marks), experiences (05 marks) and performance in the tests (85 marks) as per the criteria given below:

Qualifications/Experiences/ performance in written test	Marks (Max.)
Academics:	
10% of the marks obtained in the qualifying degree as per the	10
eligibility criteria	10
Experiences:	
Over and above minimum required relevant experience	
mentioned in the advertisement, 1 mark will be given for each	
completed year (subject to maximum of 05 marks).	
For any experience less than 6 months, no mark will be awarded,	
and for any experience equal to or more than 6 months but less	05
than 12 months, 0.5 marks will be awarded.	
The total relevant experience will be calculated and weightage will	
be given on total relevant experience, rounded off only once for	
cumulative experience.	
Performance in Written / Skill Tests	
80% of the marks secured in the Skill Test (out of max. 50 marks)	
<b>NB:</b> The Answer Script of Paper-II of a candidate would be evaluated,	40
only if the candidate qualifies in the Skill Test (min. 36% marks).	
45% of the marks secured in the Written Test [Paper-I & Paper-II]	45
(MCQ) [out of max. 100 marks]	73
Total	100





#### SHORTLISTING CRITERIA FOR THE POST OF DRESSER (ADVT. NO. 1542 DATED 04.08.2023)

Merit of the shortlisted candidates will be prepared on the basis of the academic career (10 marks), experiences (05 marks) and performance in the tests (85 marks) as per the criteria given below:

Qualifications/Experiences/ performance in written test	Marks (Max.)
Academics:	
10% of the marks obtained in the qualifying degree as per the	10
eligibility criteria	10
Experiences:	
Over and above minimum required relevant experience	
mentioned in the advertisement, 1 mark will be given for each	
completed year (subject to maximum of 05 marks).	
For any experience less than 6 months, no mark will be awarded,	
and for any experience equal to or more than 6 months but less	05
than 12 months, 0.5 marks will be awarded.	
The total relevant experience will be calculated and weightage will	
be given on total relevant experience, rounded off only once for	
cumulative experience.	
Performance in Written / Skill Tests	
80% of the marks secured in the Skill Test (out of max. 50 marks)	
<b>NB:</b> The Answer Script of Paper-II of a candidate would be evaluated,	40
only if the candidate qualifies in the Skill Test (min. 36% marks).	
45% of the marks secured in the Written Test [Paper-I & Paper-II]	45
(MCQ) [out of max. 100 marks]	43
Total	100





(CGPA-3.54) SHORTLISTING CRITERIA FOR THE POST OF KITCHEN ATTENDANT

(ADVT. NO. 1542 DATED 04.08.2023)

Merit of the shortlisted candidates will be prepared on the basis of the academic career (10 marks), experiences (05 marks) and performance in the tests (85 marks) as per the criteria given below:

Qualifications/Experiences/ performance in written test	Marks (Max.)
Academics:	
10% of the marks obtained in the qualifying degree as per the eligibility criteria	10
Experiences:	
Over and above minimum required relevant experience mentioned in the advertisement, 1 mark will be given for each completed year (subject to maximum of 05 marks). For any experience less than 6 months, no mark will be awarded, and for any experience equal to or more than 6 months but less than 12 months, 0.5 marks will be awarded. The total relevant experience will be calculated and weightage will be given on total relevant experience, rounded off only once for cumulative experience.	05
Performance in Written / Skill Tests	
80% of the marks secured in the Skill Test (out of max. 50 marks) <b>NB:</b> The Answer Script of Paper-II of a candidate would be evaluated, only if the candidate qualifies in the Skill Test (min. 36% marks).	40
45% of the marks secured in the Written Test [Paper-I & Paper-II] (MCQ) [out of max. 100 marks]	45
Total	100