

SCHEDULE – II

[see rule 6(a) and rule 7(b)]

Stage-I

(a) Indicative Syllabus of Preliminary Written Examination:

- Arithmetic– 10th Standard
- Data Interpretation (Chart, Graph, Table, Data Sufficiency etc.) – 10th standard
- Logical Reasoning and Analytical Ability, General Mental Ability.
- Current Events of National and International Importance.
- Computer or Internet Awareness.

Stage-II

(b) Indicative Syllabus of Main Written Examination:

Language Paper (Odia & English)

- (a) Odia Language Comprehension -10th Standard.
- (b) English Language Comprehension - Plus Two Standard.
- (c) Precis Writing (Odia as well as English)- 10th Standard.
- (d) Usage and Vocabulary (Odia as well as English)- Plus Two Standard.
- (e) Translation from English to Odia and vice-versa. Plus Two Standard.

(c) Applicants of following Services/Posts are required to write the Main Written Examination Language Paper:

- (i) Junior Stenographer under all HOD.
- (ii) Junior Typist under all HOD.
- (iii) Junior Clerk cum Typist under Odisha State Legal Services authority.
- (iv) Typist cum Scribe Assistant under Law Department.
- (v) Junior Typist cum Junior Store keeper under Director of Information and Public Relations Department.
- (vi) Clerk cum Librarian under Director of Information and Public Relations Department.
- (vii) Junior Store Keeper under Director of Information and Public Relations Department.

Stage-III

(d) Indicative Syllabus of Computer Skill Test:

- (i) Computer Fundamentals

- (ii) MS Windows
- (iii) Office Software
- (iv) Word Processing (MS Word)
- (v) Spread Sheet (MS Excel)
- (vi) Presentation/Slide ware (MS Power Point)
- (vii) Data base (MS Access)
- (viii) Usage of Internet, Services available on Internet
- (ix) Basic Networking Concepts, Communication Technology

(e) All Applicants who reach Stage-III are required to appear in the Computer Skill Test:

(f) Indicative Syllabus for Stenography Test:

- (i) Dictation in English for 5 minutes approximately @80 words per minute to be transcribed on computer within 25 minutes.
- (ii) Dictation in Odia for 5 minutes approximately @80 words per minute to be transcribed on computer within 35 minutes.

(g) Syllabus for Typing Test:

- (i) Transcription in English of a passage of around 500 words in 10 minutes.
- (ii) Transcription in Odia of a passage of around 500 words in 25 minutes.

(h) Following Services or Posts who reach Stage-III are required to qualify the Typing Test:

- (a) Junior Stenographer under all HOD.
- (b) Junior Clerk cum Typist under Odisha State Legal Services Authority.
- (c) Typist cum Scribe Assistant under Law Department.
- (d) Junior Typist cum Junior Store keeper under Directorate of Information and Public Relation Department.

(i) Indicative Syllabus for Data Entry Operator Test:

'Data Entry Speed of 8,000 (Eight Thousand) Key Depressions per hour on Computer' will be evaluated on the basis of the correct entry of words/key depressions as per the given passage. The duration of the Test will be 15 (Fifteen) minutes and printed matter in English containing about 2100-2200 key-depressions would be given to each candidate who would enter the same in the Computer.

(i) **Applicants of followings Services who reach Stage-III are required in take data Entry Operator Test:**

- (a) Data Entry Operator in Different Heads of the Department.
 (b) Junior Data Entry Operator in State Secretariat under Home Department.

(k) **Preparation of Merit List for various posts or services will be as noted below:**

(a) Merit list "Junior Stenographer under all HOD" will be prepared by adding marks of following examination or tests:

Main Written Examination	-	Language Paper	100 Marks
Computer Skill Test	-		50 Marks
Stenography Test	-		50 Marks
		Total	200 Marks

(b) Merit list of "Junior Typist under all HOD, Junior Clerk *cum* Typist under Odisha State Legal Services Authority, Typist *cum* Scribe Assistant under Law Department, Junior Typist *cum* Junior Store Keeper Under Director of Information and Public Relations Department" will be prepared by adding marks of following :

Main Written Examination	-	Language Paper	100 Marks
Computer Skill Test	-		50 Marks
Typing Test	-		50 Marks
		Total	200 Marks

(c) Merit list of "Data Entry Operator in Different Heads of the Department, Junior Data Entry Operator in State Secretariat under Home Department will be prepared by adding marks of following examination or tests :

Data Entry Operator Test	-		50 Marks
Computer Skill Test	-		50 Marks
		Total	100 Marks

- (d) Merit list of Clerk cum Librarian Under Director of Information and Public Relations Department, Junior Store Keeper Under Director of Information and Public Relations Department will be prepared by adding marks of following examination or tests:

Main Written Examination	-	Language Paper	100 Marks
Computer Skill Test	-		50 Marks
		Total	150 Marks

By Order of the Governor
SURENDRA KUMAR
Principal Secretary to Government