

## **INSTRUCTIONS TO THE CANDIDATES**

**SYLLABUS OF WRITTEN TEST FOR THE POST OF TYPIST & TYPIST-COPYIST TO BE HELD ON SUNDAY, THE 7<sup>TH</sup> JULY, 2013 AT UNIVERSITY OF CALCUTTA, ASUTOSH BUILDING, 87/1, COLLEGE STREET, KOLKATA- 700 073.**

**TIME SCHEDULE 12.00 NOON TO 01.00 P.M. (ONE HOUR)**

1. The Preliminary Examination (Objective Type) will consist of one paper with objective-type Multiple Choice questions on General English (30 marks). Current Affairs (20 marks) and the duration of the test shall be 1 (one) hour. There will be 50 marks carrying 50 questions of 1(one) mark each. The Question paper will be in English language. 1(one) mark will be deducted for each wrong answer. Answer script shall be annexed with the Booklet series. Candidates are required to put (✓) tick mark in the answer script and nothing will be written in the Question Booklet. Candidates shall do the rough work in the space provided in the question booklet. If any mark is made in the Question Booklet, it shall not be counted.
2. The Preliminary Examination will be held from 12.00 Noon to 01.00 p.m.
3. Only the successful candidates of Preliminary Examination shall be called for Main Examination (Type Test). The Qualifying marks will be fixed by the Appropriate Authority. On the basis of the result of the Main Examination, candidates will be selected for Personality Test carrying 10 marks when knowledge in Computer Operation shall also be tested. Final panel will be prepared on the basis of the result of the total marks obtained in Main Examination, Computer Operation and Personality Test. The standard of the Preliminary Examination shall be similar to that of Madhyamik Pariksha conducted by the West Bengal Board of Secondary Education.
4. The candidate must bring with him/her the Admit Card. No candidate shall be allowed to sit for the Test without the Admit Card.
5. The candidate must bring his/her own pen, pencil. Use of the calculator shall not be allowed in the test. Use of pager, Mobile phone and other electronic gadgets is strictly prohibited within the premises of the examination centre while the process is on.
6. The candidate must remain present at the venue at least half an hour before the commencement of the test. Sitting arrangement will be notified in the venue of examination. No candidate will be allowed to enter the examination centre after 12.15 p.m.
7. The candidate must write his name and shall put in his/her signature and Roll No only in the space exclusively provided for the purpose. He/she must not write his/her name / Roll No elsewhere in the Answer Script. Writing of his/her name/Roll No in any other place shall make the candidature liable to be cancelled.
8. Any alteration in the entries on the Admit Card without the authority of the District Recruitment Committee shall render the candidate liable to be disqualified for the test.
9. Admission to the examination is purely provisional. If at any stage subsequent to issuance of this Admit card, the candidate is found on verification by the Authority concerned to be ineligible

for admission to the Examination/ Test in terms of the relevant Employment Notice, his/her candidature shall be cancelled without any further reference to him/her.

10. Any sort of malpractice shall be severely dealt with.
11. No candidate will be allowed to submit the answer script before completion of half an hour from the commencement of the examination i.e. 12.30 p.m.
12. No Traveling Allowance will be borne by the office for the purpose.
13. In case of any dispute, the decision of the appropriate authority shall be final.
14. The candidate must report to the venue of examination at least by 11.30 a.m.

### **INSTRUCTIONS TO THE CANDIDATES**

**SYLLABUS OF WRITTEN TEST FOR THE POST OF GROUP- D (PEON/ FARASH/ NIGHT GUARD) TO BE HELD ON SUNDAY, THE 7<sup>TH</sup> JULY, 2013 AT UNIVERSITY OF CALCUTTA, ASUTOSH BUILDING, 87/1, COLLEGE STREET, KOLKATA- 73.**

**TIME SCHEDULE 12.00 NOON TO 01.00 P.M. (ONE HOUR)**

1. The written examination will carry 100 marks with 50 questions of 2(two) marks each, comprising Multiple Choice Objective Type questions on simple Arithmetic, English, Bengali and General Knowledge. The question paper will be in Bengali and English language. 2 (two) marks will be deducted for each wrong answer. Answer script shall be annexed with the Booklet series. Candidates are required to put (√) tick mark in the answer script and nothing will be written in the Question Booklet. Candidates shall do the rough work in the space provided in the question booklet. If any mark is made in the Question Booklet, it shall not be counted.
2. Duration of written Examination shall be 1 hour and the same will be held from 12.00 noon to 01.00 p.m.
3. On the basis of the result of the written examination, candidates will be selected for Personality Test. On the basis of the total marks obtained in the Written Examination and Personality Test, a final panel will be prepared.
4. The candidate must bring with him/her the Admit Card. No candidate shall be allowed to sit for the Test without the Admit Card.
5. The candidate must bring his/her own pen, pencil. Use of the calculator shall not be allowed in the test. Use of pager, Mobile phone and other electronic gadgets is strictly prohibited within the premises of the examination centre while the process is on.
6. The candidate must remain present at the venue at least half an hour before the commencement of the test. Sitting arrangement will be notified in the venue of examination. No candidate will be allowed to enter the examination centre after 12.15 p.m.
7. The candidate must write his name and shall put in his/her signature and Roll No only in the space exclusively provided for the purpose. He/she must not write his/her name / Roll No

elsewhere in the Answer Script. Writing of his/her name/Roll No in any other place shall make the candidature liable to be cancelled.

8. Any alteration in the entries on the Admit Card without the authority of the District Recruitment Committee shall render the candidate liable to be disqualified for the test.
9. Admission to the examination is purely provisional. If at any stage subsequent to issuance of this Admit card, the candidate is found on verification by the Authority concerned to be ineligible for admission to the Examination/ Test in terms of the relevant Employment Notice, his/her candidature shall be cancelled without any further reference to him/her.
10. Any sort of malpractice shall be severely dealt with.
11. No candidate will be allowed to submit the answer script before completion of half an hour from the commencement of the examination i.e. 12.30 p.m.
12. No Traveling Allowance will be borne by the office for the purpose.
13. In case of any dispute, the decision of the appropriate authority shall be final.
14. The candidate must report to the venue of examination at least by 11.30 a.m.

**INSTRUCTIONS TO THE CANDIDATES FOR THE POST OF SWEEPER**

**INTERVIEW/TEST FOR THE POST OF SWEEPER TO BE COMMENCED /HELD ON  
17<sup>TH</sup> JULY, 2013 FOR ROLL NO. SW-501 TO SW-570, 18<sup>TH</sup> JULY, 2013 FOR ROLL NO. SW-571 TO  
SW-640 AND 19<sup>TH</sup> JULY, 2013 FOR ROLL NO. SW-641 TO SW-709 START FROM 01.00 P.M.  
ONWARDS AT BICHAR BHAWAN, 3<sup>RD</sup> FLOOR, 2 & 3, BANKSHALL STREET, KOLKATA- 700  
001.**

1. The reading and writing ability of Bengali will be tested along with the Interview/Viva-voce. Answer Sheet/s, if required, will be supplied by the authority. The Authority shall have the discretion to fix the Full Marks and also qualifying marks.
2. The candidates must bring his/her original testimonials/certificates/experience certificates which they had submitted while applying for the post, for verification by the authority.
3. A final panel will be prepared on the basis of the Interview/test.
4. The candidate must bring with him/her the Admit Card. No candidate shall be allowed to sit for the Test without the Admit Card.
5. The candidate must remain present at the venue at least half an hour before the commencement of the test.
6. The candidate must bring his/her own pen, pencil.
7. Use of Pager, Mobile Phone and other electronic gadgets is strictly prohibited within the premises of the examination centre while the process is on.

8. Any alteration in the entries on the Admit Card without the authority of the District Recruitment Committee shall render the candidate liable to be disqualified for the test.
9. Admission to the examination is purely provisional. If at any stage subsequent to issuance of this Admit Card, the candidate is found on verification by the Authority concerned to be ineligible for admission to the Examination/test, in terms of the relevant Employment Notice, his/her candidature shall be cancelled without any further reference to him/her.
10. Any sort of malpractice shall be severely dealt with.
11. No Traveling Allowance will be borne by the office for the purpose.
12. In case of any dispute, the decision of the appropriate authority shall be final.
13. The candidate must report by 12.30 p.m. on the scheduled date in the 3<sup>rd</sup> floor, Recruitment Cell, City Sessions Court, Calcutta, Bichar Bhawan, 2 & 3, Bankshall Street, Kolkata – 700 001.