

Revised Syllabus of Departmental Examination for 12th pass Multi Tasking Staff (MTS) for promotion as Clerks

Paper I: ENGLISH

[Essay and Letter writing (Descriptive), Comprehension and Grammar (MCQ)]

Duration: 2 Hours

Maximum Marks: 100

(i) Essay writing: 25 marks

A short essay of about 200 words to be written on one of several simple subjects.

(ii) Letter writing: 25 marks

A letter to be drafted on one of the given topics.

(iii) Grammar: 5 marks each (25 marks)

- (a) Correction of sentences.
- (b) Filling in the blanks with prepositions.
- (c) Simple idioms and phrases.
- (d) Usage of tenses.
- (e) Usage of nouns.

(iv) Comprehension: 25 marks

Question based on the given passage will have to be answered.

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Paper II: ARITHMETIC AND TABULATION (MCQ)

Duration: 2 Hours

Maximum Marks: 100

(i) Arithmetic: 70 Marks

Problems in Arithmetic of Matriculation standard including mensuration.

(ii) Tabulation: 30 Marks

A problem to test the candidates ability to compile, arrange and present a given set of data in a tabular form.

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Paper III: GENERAL KNOWLEDGE AND OFFICE PROCEDURE (MCQ)

Duration: 2 Hours

Maximum Marks: 100

(i) Part A: General Knowledge: 50 Marks

Questions on General Knowledge including Current Affairs will be of objective type. The questions will be designed to test the candidate's knowledge of current events and of such matters of day to day observation and experience as any educated person may be expected to know.

(ii) Part B: Office Procedure: 50 Marks

Questions for at least 15 marks from this part will be compulsory. The questions will be simple and designed to test whether the candidate knows the procedure for Receipt, Diarising, Issue/Dispatch of Dak, file opening and weeding of records, usage of E-HRMS, OIOS and E-Office etc.

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Paper IV: Information Technology Practical (on Computer)

Duration: 2 Hours

Maximum Marks: 100

Word 2013

60 Marks

Creating and managing documents, Formatting a document, Customizing Options and Views for Documents, Configuring Documents to Print or Save, Formatting Text, Paragraphs and Sections, Creating Tables and Lists Creating and Modifying a List, 'Applying References, Inserting and Formatting Objects.

Excel 2013

40 Marks

Creating and Managing Worksheets and Workbooks: Creating Worksheets and Workbooks, Navigating Through Worksheets and Workbooks, Formatting Worksheets and Workbooks, Customizing Options and Views For Worksheets and Workbooks and Configuring Worksheets and Workbooks to Print or Save. Cells and Ranges: Inserting Data in Cells and Ranges, Formatting Cells and Ranges and Ordering and Grouping Cells and Ranges. Tables: Creating and Modifying Table.

Note: Candidates will also have to take a typing test which will be held once in a quarter by the Principal Accountants General/Director Generals/Principal Directors of Audit/Accountants General. A typing speed of 35 words per minutes in English or 30 words per minute in Hindi on computer will be required for qualifying the type test. (35 words per minute and 30 words per minutes correspond to 10500 key Depression per Hour / 9000 Key Depression per Hour respectively on an average of 5 key depressions for each word). The Multi Tasking Staff may take the typing test at any time either before the written examination or after the written examination. They will become eligible for promotion as Clerks after passing written papers of the examination.

**Paper-wise Exemption Matrix of Departmental Examination for 12th pass
MTS for promotion as Clerks**

Candidate need not appear in the following paper of the revised syllabus	If she/he has secured exemption in these papers in the earlier Departmental Examination for 12th pass MTS
Paper 1: English	Paper 1: English
Paper 2: Arithmetic and Tabulation	Paper 2: Arithmetic and Tabulation
Paper 3: General Knowledge and Office Procedure	Paper 3: General Knowledge and Office Procedure
Paper 4: Information Technology Practical	Newly added