

## Modalities of Test for selection of candidates for Recruitment- 2013

**Name of the Post : Assistant Programme Officer**

**Post Code : APO**

<b><u>For the Post of Assistant Programme Officer candidates will be subjected to following tests:</u></b>		
<b>Written Test :</b> <b>Full marks-100 marks</b> <b>Duration- 1:30 hrs</b>	<b>Computer Proficiency Test :</b> <b>Full marks- 60 marks</b> <b>Duration- 30 Mins</b>	<b>Interview :</b> <b>Full marks-40 marks</b>
<p>Date of Exam: <b>28/07/2013</b> Venue : <b>A.N. College, Boring Road, Patna</b></p>	<p>Date of Exam: <b>04/08/2013</b> Venue : <b>Informatics Computer Education Centre, House No. 201, Road No. 01, Behind Laddoo Gopal Sweets, Patliputra Colony, Patna- 13.</b></p>	<p>Date of Exam: <b>04/08/2013</b> Venue : <b>Informatics Computer Education Centre, House No. 201, Road No. 01, Behind Laddoo Gopal Sweets, Patliputra Colony, Patna- 13.</b></p>
<p>Candidates of the posts will be subjected to written test. It will be objective in nature; Questions for written exam will be set in English. Each candidate will be given a sheet with the subject/ question printed on it with the weightage of the question (total 100 marks) and total duration of 1.30 Hrs. Candidates will be expected to go through the instructions before attempting the objective test/multiple choice questions as per above details which will be evaluated by OMR machines. Candidates must bring with their Blue/Black pen with them.</p> <p>Parameters/subjects for written test would be General Awareness, Education, English, Hindi (each of 15 marks). Reasoning will have more weightage of marks (40 marks) than other subject. Reasoning will consist of data analysis, maths &amp; simple reasoning questions.</p> <p>Written test to screen and test knowledge will be conducted in single sitting i.e. on dated 28.07.2013. Only those candidates securing minimum qualifying marks will be shortlisted for further tests, eq. Computer Test/ Interview.</p> <p>For preparation of final merit list marks of written test will be taken together with the marks of Computer Proficiency Test and Interview.</p>	<p>Computer proficiency test will be conducted on pre-devised exercises on MS Word and MS Excel as per the requirement of the post with the requisite level of the qualification of respective post.</p> <p>After the written test is over, only shortlisted/selected candidate will be subjected to computer proficiency test. Computer Rooms should be equipped with the facility of either Desktops or Laptops with Keyboard, printers, required software with power backup support. Candidates will be provided with independent computer system/laptop and they will directly write/operate on the given subject/question in MS Word/MS Excel etc. as per the nature of the post within the duration of 30 minutes fixed for the test. Candidates will be required to get a print out of their solution/write up and submit it after signing below on the print out. They will also be required to write their Name, Roll No. and name of the post before getting on to the assigned subject on the worksheet. Assignments will be evaluated by the member of the board on the measurement scale of 60 marks.</p>	<p>Further test of Interview after Computer Proficiency Test is required. All the candidates who appeared for computer proficiency test will undergo interview. Each candidate of the post will undergo Interview test, Interview Board will interact one to one basis to assess on following parameters:</p> <ul style="list-style-type: none"> <li>• Communication skill-ability to clearly communicate ideas</li> <li>• Basic Knowledge of subject</li> <li>• Overall Personality</li> <li>• Knowledge and experience in planning, budgeting, implementation and monitoring in education programmes.</li> <li>• Co-ordination skills based on previous experience candidate's ability to work in a team with diverse people/departments,</li> </ul> <p>All above parameters have equal weightage i.e. of 08 marks.</p>