

NATIONAL COUNCIL FOR PROMOTION OF SINDHI LANGUAGE (NCPSL)

RK Puram, Sector-1, NEW DELHI

**Selection Criteria and Scheme of Examination for the post of
Junior Secretariat Assistant (JSA)**

1. General

- 1.1 The examination will consist of written test on OMR Sheet and typing test on computer.
- 1.2 It is necessary to obtain minimum qualifying marks in Objective test
 - Minimum qualifying marks are 40 % in overall test. Further, knowledge of Sindhi, (40 Marks) (a minimum of 16 marks i.e. 40% of 40 marks in Section E, will be necessary for being included in the merit list).
- 1.3 The typing test will be qualifying in nature but merit list for selection will be drawn on the basis of marks secured in the written test.
- 1.4 Those who qualify typing test will be considered for inclusion in the merit list which shall be prepared on the basis of marks obtained in the written test.
- 1.5 The written exam will be based on Multiple Choice Questions.
- 1.6 01 mark will be awarded for each right answer. No negative marking.
- 1.7 In the event of tie in scores in written test, the following factors will be taken in order of preference in deciding the merit.
 - (a) Marks/grade obtained in 12th examination.
 - (b) Preference will be given for Sindhi language knowing candidate.

2. Scheme of the written test and syllabus:

2.1 Objective test: (200 Marks) :

Section	Subjects	Questions	Marks	Qualifying marks	Duration of the exam
A	General Intelligence & Reasoning	40	40	AS mentioned in 1.2 above.	Three Hours
B	English Language	40	40		
C	Quantitative Aptitude	40	40		
D	General Awareness	40	40		
E	Knowledge of Sindhi	40	40		
Total 200					

2.1 Section (A):- General Intelligence & Reasoning:

It would include questions of both verbal and non-verbal type. The test will include questions on Semantic Analogy, Symbolic Operations, Symbolic/Number Analogy, Trends, Figural Analogy, Space Orientation, Semantic Classification, Venn Diagrams, Symbolic/Number Classification, Drawing inferences, Figural Classification, Punched hole/pattern-folding & unfolding, Semantic Series, Figural Pattern – folding and completion, Number Series, Embedded figures, Figural Series, Critical Thinking, Problem Solving, Emotional Intelligence, Word Building, Social Intelligence, Coding & de-coding, Other sub-topics, if any Numerical operations.

2.2 Section (B):- English Language:

Spot the Error, Fill in the Blanks, Synonyms/Homonyms, Antonyms, Spellings/ Detecting Mis-spelt words, Idioms & Phrases, One word substitution, Improvement of Sentences, Active/Passive Voice of Verbs, Conversion into Direct/Indirect narration, Shuffling of Sentence parts, Shuffling of Sentences in a passage, Cloze Passage, Comprehension Passage.

2.3 Section (C):- Quantitative Aptitude:

Arithmetic:

Number Systems: Computation of Whole Number, Decimal and Fractions, Relationship between numbers.

Fundamental arithmetical operations: Percentages, Ratio and Proportion, Square roots, Averages, Interest (Simple and Compound), Profit and Loss, Discount, Partnership Business, Mixture and Allegation, Time and distance, Time and work.

Algebra: Basic algebraic identities of School Algebra and Elementary surds (simple problems) and Graphs of Linear Equations.

Geometry: Familiarity with elementary geometric figures and facts: Triangle and its various kinds of centres, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles.

Mensuration: Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square Base.

Statistical Charts: Use of Tables and Graphs: Histogram, Frequency polygon, bar diagram, Pie-chart.

2.4 Section (D):- General Awareness:

Questions will be designed to test the ability of the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated person. The test will include questions relating to India, especially pertaining to History, Indian Culture, Sanskrit language and Literature, Traditional knowledge systems of India, Educational systems, Geography, Economic scene, General Politics including Indian Constitution, and Scientific Research etc. These questions will be such that they do not require a special study of any discipline.

2.5 Section (E):- Knowledge of Sindhi:

The syllabus of Sindhi class X CBSE Board for the year 2022-23

3. **For VH candidates of 40% and above visual disability /cerebral palsy affected candidates and opting for scribe there will be no component of Maps/Graphs/Diagrams/Statistical Data in the General Intelligence & Reasoning / General Awareness Paper. Total duration of written examination for VH candidates will be 3 hours and 40 minutes. In this regard, those candidates who wish to getting additional time, shall produce the Medical Certificate duly attested by the competent authority as per rules before 5 days of the commencement of the examination.**
4. **The General Instruction as under:-**
 - 4.1 Candidates must write the papers/indicate the answers in their own hand.
 - 4.2 Candidates are not permitted to bring any electronic gadgets/mobile phones except as specified in the Notice/Call letter. They should not, therefore, bring the same inside the Examination Premises / Venue for papers for which their use is not permitted.
 - 4.3 If any candidate is found to possess any electronic gadgets unless permitted as in (2) above or mobile phones or any other means of wireless communication in the working or switched off mode, his/her candidature shall be cancelled forthwith and he/she will be debarred from the examination.
 - 4.4 Wherever applicable, the candidates must indicate the answer as per rule in OMR sheet. If answers are indicated/written partly or any other mode, the Answer script will not be evaluated.

- 4.5 In the question papers, wherever necessary, the Metric systems of weights and measures only will be used.
- 4.6 Written examination is objective in nature.
- 4.7 Each question will have 04 (Four) Multiple Choice of answers with 01 (One) correct answer. A correct answer will be awarded one mark.
- 4.8 Other conditions will be uploaded in the website of NCPSL from time to time.

5 **Typing Test for JSA:**

- 5.1 The medium of Typing Test will be Hindi or English. The candidates will have to opt for the medium of Typing Test (i.e. either Hindi or English) in the online Application Form.
- 5.2 The choice of Typing Test given by the candidate in the online Application form shall be treated as final and no change in the medium of Typing Test will be entertained later.
- 5.3 Candidates opting for English medium should have typing speed of 35 words per minute (w.p.m.) and those opting for Hindi medium should have typing speed of 30 words per minute (w.p.m.). 35 w.p.m. and 30 w.p.m. correspond to about 10500 key depressions per hour and about 9000 key depressions per hour respectively.
- 5.4 The speed will be adjudged on the accuracy of typing on the Computer of a given text passage in 10 minutes.
- 5.5 Passage Dictators will be provided to those VH candidates for the Typing test who have opted for scribe in the online Application Form. The Passage Dictator will read out the passage to VH candidate within the allotted time period.