

NOTICE TO ALL VALUED APPLICANTS FOR THE POST OF CONTRACTUAL ASSISTANT

VENUE – RANI RASHMONI HIGH SCHOOL
104/A S.N. BANERJEE ROAD ,
KOLKATA – 700014 .

DATE – 01-03-2020

EXAM TIME – 11.00 AM TO 1.00 PM

Type of Examination : -

Written Test	-	60 (SIXTY) Marks
Computer Test	-	20 (TWENTY) Marks
VIVA	-	<u>20 (TWENTY) Marks</u>
TOTAL	-	<u>100(HUNDRED) Marks</u>

Syllabus: -

For Written Test (2 Hours)

For the Post of Contractual Assistant under Documentation and Allotment Cell:-

- English – 5 Marks [Letter Writing (Formal/ Informal), Notice, Paragraph, Précis and grammar of 10th Standard] ;
- Bengali—15 Marks [Letter Writing (Formal/ Informal), Paragraph and grammar of 10th Standard] ;
- Mathematics - 15 Marks [SIMPLE MATHEMATICS of 10th Standard]
- General Knowledge and Current Affairs - 15 Marks

For the Post of Contractual Assistant under Finance Wing and Pay Bill Cell:-

- English –10 Marks[Letter Writing (Formal/ Informal) , Notice, Paragraph, Precis and grammar of 10th Standard]
- Bengali -10 Marks [Letter Writing (Formal/ Informal), Paragraph and grammar of 10th Standard]
- General Knowledge and Current Affairs --- 10 Marks [SIMPLE MATHEMATICS of 10th Standard]
- Accountancy, Law and Taxation(Direct & Indirect)-30 Marks [B.Com Standard]

➤ For Computer Test of all the posts (20 Marks,30 Minutes)

Fluency of MS Word/ MS Excel/ MS Power - Point / Use of Internet, e mail, Printing, Scanning, Use of external hard drive etc

➤ For Interview of all the posts (20 Marks)

As decided by the Panel.

A list will be prepared from amongst the candidates appearing in the written examination based on the marks obtained in the written Test and Computer Test and called for the Interview maximum in the ratio of No. of post in each category :10. The marks of the candidates appearing in interview will be added to the marks obtained in the written test and computer test and final selection of candidate for recruitment will be made based on the total marks obtained in written Test, Computer Test and interview.

MOBILE PHONES, CALCULATORS & ANY OTHER DIGITAL DEVICES WILL NOT BE ALLOWED INSIDE THE EXAM HALL. THERE WILL BE NO ARRANGEMENT FOR SAFE – KEEPING OF THESE ITEMS.

DECISION OF THE RECRUITMENT COMMITTEE WILL BE FINAL.