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GENERAL ADMINISTRATION DEPARTMENT

NOTIFICATION

The 3rd May, 2010

No. 9502-SC(R)-02/2010/Gen.—In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Orissa is pleased to make the following rules further to amend the Orissa Ministerial Services (Method of Recruitment and Conditions of Service of Assistants and Section Officers in the offices of the Heads of Departments) Rules, 1994; namely: —

1. (1) These rules may be called the Orissa Ministerial Services (Method of Recruitment and Conditions of Service of Assistants and Section Officers in the offices of the Heads of Departments) Amendment Rules, 2010.

(2) They shall come into force on the date of their publication in the *Orissa Gazette*.

2. In the Orissa Ministerial Services (Method of Recruitment and Conditions of Service of Assistants and Section Officers in the offices of the Heads of Departments) Rules, 1994, (hereinafter referred to as the said rules), rule 11 shall be substituted by the following rule, namely: —

“11. The scheme and subjects for the examination and the syllabus shall be as specified in the APPENDIX II.”

3. In the said rules, the APPENDIX II shall be substituted by the following, namely: —

“APPENDIX II**(See Rule 11)****Scheme and Subjects for the Examination**

Papers	Subjects	Maximum Marks	Time
WRITTEN TEST			
Paper I	Language Test(English & Oriya)	100	2 hours
Paper II	General Knowledge (Objective)	100	1 hours
Paper III	Mathematics (Objective)	100	3 hours
	Basic Computer Skills(Objective)	100	
TOTAL :		400	
PRACTICAL SKILL TEST			
	Basic Computer Skills	50	1 hour

NOTE: (i) The standard of examination shall be equivalent to that of Higher Secondary Examination.

(ii) Those who will qualify the written test shall be called for the practical skill test.

(iii) The practical skill test shall be of qualifying nature.

SYLLABUS**1. Language Test (English and Oriya).**

A. English Language Test: — (50 marks)

(a) GRAMMAR (20 marks)

(i) Verbs: Tenses, Modal, Active and Passive voice, Subject-verb concord, non-finite verb forms (infinitives and participles).

(ii) Sentence Structure: Connectors, Types of sentences, Types of Phrases and Clause, Direct and Indirect speech, Comparison.

(iii) Other Areas: Determiners, Pronouns, Prepositions

(b) READING (10 marks)

Unseen passage (400-450 words in length) with a variety of comprehension questions including vocabulary.

(c) WRITING (20 marks)

(i) Essay writing on familiar topics (within 250 words) (10 marks)

(ii) Letter Writing (Personal letter, applications, Business and Official) (within 150 words) (10 marks)

B. Oriya Language Test : — (50 marks)

(a) GRAMMAR (20 marks)

- (1) Transformation of sentences (02 marks)
 - (i) Affirmative, Negative, Interrogative, Exclamatory
 - (ii) Simple, Compound, Complex
- (2) Transformation of words (noun to adjective and adjective to noun) (02 marks)
- (3) Sandhi (02 marks)
- (4) Samasa (03 marks)
- (5) Antonyms and Synonyms (02 marks)
- (6) Correction of common errors in words (03 marks)
- (7) Idioms and Phrases (02 marks)
- (8) Taddhita and Krudanta (02 marks)
- (9) Punctuation marks (02 marks)

(b) COMPOSITION (20 marks)

- (1) Essay writing on familiar topics and personality (10 marks)
(within 250 words)
- (2) Letter Writing (Personal letter, applications, Business and Official) (within 150 words) (05 marks)
- (3) Translation (One English passage of around 100 words to be translated into Oriya) (05 marks)

(c) COMPREHENSION OF AN UNSEEN PASSAGE 5 x 2 = (10 marks)

Five short questions to be asked

2. General knowledge:— In this category, there should be a series of questions of different categories like –

- (a) Matching Historical events with dates, personalities and places,
- (b) Geographical facts with places,
- (c) States, Countries and Institutions with Headquarters,
- (d) Books and authors,
- (e) Scientific facts and discoveries with dates, persons and uses,
- (f) Current events with places and personalities, and
- (g) Matching questions of miscellaneous type.

3. Mathematics:—

(100 marks)

- (i) Fractions and Decimals
- (ii) Percentage
- (iii) Average
- (iv) Simple Interest and Compound Interest
- (v) Rates and Taxes, Insurance
- (vi) Profit, Loss and Discount
- (vii) Mixtures
- (viii) Partnership
- (ix) Problems on Time and Work
- (x) Problems on Time and Distance
- (xi) Ratio and Proportion
- (xii) Statistics

Under this, there will be a series of question in practical Mathematics required for day-to-day use. The questions would be such as to test candidate's ability to work out with quickness and accuracy.

4. Basic Computer Skills: —

(100 marks)

- (i) MS Windows: Introduction of Windows
- (ii) MS Office: MS Word, MS Power Point, MS Excel and MS Access

5. Practical Skill Test: — Topics for practical test: —**(I) WINDOWS** operating system

To test some of the following basic system operations on file/folder(s):

- Create, Rename, Copy/Cut/Paste, Delete
- Using Clipboard

(II) MS WORD

A Paragraph in MS Word incorporating some of the tools given below to be tested during the examination.

- Editing and Formatting text and paragraph
- Page and Paragraph Set up
- Inserting pictures and Word Art

(III) MS POWER POINT

A Power Point presentation with 2/3 slides using some of the tools given below to be tested during the examination:

- Editing and formatting slides

(IV) MS EXCEL

A problem in spreadsheet related to some of the tools given below to be tested during the examination:

- Formatting cells and data
- Functions & Formulas (Relative, absolute and Mixed reference)

(V) MS ACCESS

A problem in MS Access related to some of the tools given below to be tested during the examination:

- Creating and entering data into a database
- Setting the primary key

* Printouts of the documents(s) should be attached with the answer sheet.”.

By order of the Governor

U.N. BEHERA

Special Secretary to Government