Part-10

Scheme for recruitment to the post of Process Server

{See Rules 7,8 and Schedule-II(Part-A, Sr. No.10(b))}

The competitive examination for filling up the post(s) of Process Server(s) (Direct Recruitment) shall be conducted in the manner prescribed herein below:-

1. Screening Test

Maximum Marks : 50
Time : 1 hour

A Screening Test (both in English and Hindi) consisting of MCQ type, carrying four choices for each question, out of which the correct answer shall have to be given by the candidate on OMR answer sheet by blackening the appropriate circle or any other mode as suggested in the question paper/O.M.R. sheet. Each question shall carry equal weightage of one mark. The Screening test shall be touching the following subject:-

General Knowledge Objective Type Multiple Choice Questions of 1 mark each, consisting of mathematics, General Science, English, Hindi, Reasoning of +2 Standard and General Knowledge.	**50 Marks**

Note:1:-The O.M.R. sheets containing the answers of M.C.Q. type questions shall be got evaluated through the electronic mode and the candidates qualifying the screening test shall be called for the written examination, if they fall in the ratio of 1:5 which means five candidates against one vacancy advertised.

2. Written test

Maximum Marks : 40
Time : 1 hour

Sr.	Subject	Marks
(1)	Essay Writing, in Hindi, on one topic out of three (250 words)	25

(2)	Application/Letter, in English, in about 100 words	15
	Total	40

Note:-Weightage shall be given to the candidates having good and legible handwriting.

3. Evaluation

Evaluation shall be of 10 Marks		
(1)	Educational Qualification	5 marks
(2)	Experience (as Class IV or on Clerical post etc.)	5 marks

Note(1):-Criterion for awarding marks for Educational Qualification

(i)	10+2 or equivalent	2 marks
(ii)	10+2 or equivalent (First Division)	3 marks
(iii)	Any Bachelor Degree or above	5 marks

Note(2):- Criterion for awarding marks for experience.

Sl. No.	**Experience**	**Marks**
(i)	One year	1 mark
(ii)	Two years	2 marks
(iii)	Three years	3 marks
(iv)	Four years	4 marks
(v)	Five years	5 marks

Note(3:- 0.5 mark only be awarded for complete six months experience and no mark shall be awarded for a period less than six months.

Note(4):-Final merit list shall be drawn on the basis of marks obtained in written test and evaluation.

Note(5):- The practical experience of working in Government/ semi Government relating to the post or equivalent post shall be taken into consideration only if the experience certificate is shown in original, at the time of evaluation and also mentioned in the application submitted by the candidate.