

Annexure-I**SYLLABUS AND SCHEME OF EXAMINATION**

The “Ex-Cadre Assistant Recruitment Examination, 2026” shall be conducted in 03 (three) stages i.e. Written Test, Computer Proficiency Test and Interview. If the number of applicants is on the higher side, there shall be a ‘Preliminary/ Screening Test’ to shortlist the candidates for appearing at the Written Test. The Scheme of Examination shall be as follows:-

Stage	Part/ Section	No. of questions	Maximum Marks	Minimum Qualifying Marks	Duration
Preliminary / Screening Test (MCQ Based)	General English	20	20	--	---
	Reasoning and Quantitative Aptitude	20	20	--	
	General Awareness	10	10	--	
	Total	50	50	20	60 min
Written Test (MCQ Based)	General English	30	30	--	---
	Reasoning and Quantitative Aptitude	30	30	--	
	General Awareness	20	20	--	
	General Hindi	10	10	--	
	Computer Awareness	10	10	--	
	Total	100	100	40	90 min
Computer Proficiency Test	Test of proficiency in Word processing	20	20	--	---
	Test of proficiency in Spread Sheets	20	20	--	
	Internet Proficiency	10	10	--	
	Total		50	20	30 min
Interview	--	--	10	03	--
	Total	--	10	03	--

There shall be negative marking of 1/4th marks i.e. 0.25 marks for each wrong answer of the MCQ in Preliminary Test and Written Test.

PRELIMINARY TEST

The Preliminary Test shall be held, if the number of applicants is on higher side, for the purpose of shortlisting of candidates for the next stage of examination i.e. Written Test and the marks obtained by the candidates in this test shall not be considered for preparation of final merit list.

The Syllabus of Preliminary/ Screening Test shall be as follows:-

1. **General English:-** The questions will be designed to test the candidates' understanding of the English language and literature, correct use of words, phrases and idioms and ability to write the languages correctly, precisely and effectively. The questions will ordinarily cover vocabulary, grammar, sentence structure, synonyms, antonyms and their correct usage, spot the error, fill in the blanks, 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 etc.
2. **Reasoning and Quantitative Aptitude:-** It would include questions of both verbal and non-verbal type. This component may include questions on Analogy, Similarity and Difference, Space Visualization, Space Orientation, Problem Solving, Analysis, Visual Memory, Discrimination, Observation, Relationship Concept, Arithmetical Reasoning, Verbal and Figural Classification, Arithmetical Number Series, Non-Verbal Series, Coding and decoding, statement conclusion, syllogistic reasoning etc.

In this section, questions will also be designed to test the ability of appropriate use of numbers and number sense of the candidates. The scope of the test will be Number System, Computation of Whole Numbers, Decimals, Fractions, relationship between numbers, Basic arithmetic operations, Percentage, Ratio and Proportion, Average, Interest, Profit and Loss, Time and Distance, Time and Work, Height and Distance, Mensuration etc.

3. **General Awareness:-** Questions in this component will be aimed at testing the candidates' general awareness. Questions will be designed to test knowledge of current events and of such matters of every day observations and experience in their scientific aspect as may be expected from any educated person. The test will include questions relating to-
 - a) India and its neighbouring countries especially pertaining to History, Culture, Geography, Polity, Economy, General Policy and Scientific Research.
 - b) Current Affairs, Books and Authors, Sports, Important Schemes, Important Dates, Dates & Events, People in News, Current Events of National Importance, National/ International Awards etc.
 - c) Awareness towards General Science and Environment applicable in day to day life and awareness of knowledge of social importance.
 - d) Bihar especially pertaining to its History, Culture, Geography, Economy, Polity and general awareness.

Note:- The questions of 'Reasoning and Quantitative Aptitude' and 'General Awareness' shall be both in English and Hindi languages. However, the English version shall always prevail in case of any discrepancy or inconsistency between English version and its Hindi Translation.

WRITTEN TEST

If Preliminary/ Screening Test is conducted, **10 (ten) times candidates** of the total number of advertised vacancies (following the model roster point and the reservation policy adopted in the High Court) will be shortlisted for appearing in the Written Test. However, the candidates who have obtained marks equal to the marks obtained by the last candidate of their respective categories, will also be shortlisted for the Written Test even if the total number of candidates called for crosses the ten times criteria.

Syllabus for the Written Test shall be as follows:-

1. **General English:-** The questions will be designed to test the candidates' understanding of the English language and literature, correct use of words, phrases and idioms and ability to write the languages correctly, precisely and effectively. The questions will ordinarily cover vocabulary, grammar, sentence structure, synonyms, antonyms and their correct usage, spot the error, fill in the blanks, 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 etc.
2. **Reasoning and Quantitative Aptitude:-** It would include questions of both verbal and non-verbal type. This component may include questions on Analogy, Similarity and Difference, Space Visualization, Space Orientation, Problem Solving, Analysis, Visual Memory, Discrimination, Observation, Relationship Concept, Arithmetical Reasoning, Verbal and Figural Classification, Arithmetical Number Series, Non-Verbal Series, Coding and decoding, statement conclusion, syllogistic reasoning etc.

In this section, questions will also be designed to test the ability of appropriate use of numbers and number sense of the candidates. The scope of the test will be Number System, Computation of Whole Numbers, Decimals, Fractions, relationship between numbers, Basic arithmetic operations, Percentage, Ratio and Proportion, Average, Interest, Profit and Loss, Time and Distance, Time and Work, Height and Distance, Mensuration etc.

3. **General Awareness:-** Questions in this component will be aimed at testing the candidates' general awareness. Questions will be designed to test knowledge of current events and of such matters of every day observations and experience in their scientific aspect as may be expected from any educated person. The test will include questions relating to-
 - a) India and its neighbouring countries especially pertaining to History, Culture, Geography, Polity, Economy, General Policy and Scientific Research.
 - b) Current Affairs, Books and Authors, Sports, Important Schemes, Important Days, People in News, current events of national importance, National/ International Awards etc.

- c) Awareness towards General Science and Environment applicable in day to day life and awareness of knowledge of social importance.
- d) Bihar especially pertaining to its History, Culture, Geography, Economy, Polity and general awareness.

4. **General Hindi (सामान्य हिंदी):-** The questions will be designed to test the candidates' understanding of the languages and literature, correct use of words, phrases and idioms and ability to write the languages correctly, precisely and effectively. The questions will ordinarily cover the following topics:-

व्याकरण- शब्द रूपांतरण, संज्ञा, लिंग, वचन, सर्वनाम, विशेषण, क्रिया विशेषण, कारक, काल, वाच्य, संधि, समास, उपसर्ग, प्रत्यय, वाक्य इत्यादि, अपठित गद्यांश, शुद्ध वर्तनी, समानार्थी एवं विलोम शब्द, अनेक शब्दों के लिए एक शब्द, मुहावरे एवं लोकोक्तियाँ इत्यादि

5. **Computer Awareness:-** The questions will be designed to test the General Computer awareness that is expected from a candidate for dispensing day to day official work. The questions will ordinarily cover Computer Operation Basics, Introduction to Computer, Introduction to Operating System, Elements of word processing - MS Word, Elements of spread sheet - MS Excel, Elements of Power Point presentation - MS PowerPoint, Computer Communication and Internet, Protecting Computer from Virus.

Note:- Except the questions of 'General English' and 'General Hindi', the questions of remaining sections shall be both in English and Hindi languages. However, the English version shall always prevail in case of any discrepancy or inconsistency between English version and its Hindi Translation.

COMPUTER PROFICIENCY TEST

06 (six) times candidates of the total number of advertised vacancies (following the model roster point and the reservation policy adopted in the High Court) will be shortlisted for appearing in the Computer Proficiency Test on the basis of performance in the Written Test. However, all the candidates who have obtained marks equal to the marks obtained by the last candidate of their respective category will also be shortlisted for the Computer Proficiency Test even if the total number of candidates called for crosses the three times criteria.

The Computer Proficiency Test will be qualifying in nature and shall include the following:-

- a) **Test of proficiency in Word processing:-** This test will target to test the basic typing skill of the candidates as well as their basic knowledge of MS Word.
- b) **Test of proficiency in Spread Sheets:-** This test will target to check the basic understanding of MS Excel.
- c) **Internet Proficiency:-** This test will target to test the basic understanding of internet usage.

INTERVIEW

03 (three) times candidates of the total number of advertised vacancies (following the model roster point and the reservation policy adopted in the High Court) will be shortlisted for appearing in the Interview. However, all the candidates who have obtained marks equal to the marks obtained by the last candidate of their respective category will also be shortlisted for the Interview even if the total number of candidates called for crosses the three times criteria.

The Interview shall be of 10 marks and the minimum qualifying marks shall be 03. It is mandatory for the candidates invited for interview to appear at the same else they will not be included in the merit list prepared for the final result.

The marks obtained by the candidates in the Written Test and Interview shall be considered for preparation of merit list.

