

**SCHEME/PATTERN & INDICATIVE
SYLLABUS OF EXAMINATION
FOR “GROUP-C POSTS”**

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**BOARD OF APPRENTICESHIP TRAINING
(NORTHERN REGION)
16/1-A, LAKHANPUR,
KANPUR - 208 024**

Scheme/pattern and indicative syllabus of examination

A. Scheme of Examination for the post of Assistant (Group-C, Pay Level-5):

Step	Description	Duration	Marks
Written Test	Objective Type Test (CBT*)	1 hour 30 minutes duration	100 Marks
	Total	-	100 Marks

* CBT = Computer Based Test

1. Written Test Pattern: Objective Type Test (CBT)

Section	Subject	No. of questions (01 Mark each)	Marks	Time Duration
A	Knowledge and application of Office Procedures, Rules & Regulations	30	30	1 hour 30 minutes
B	Reasoning ability	20	20	
C	Mathematical ability	20	20	
D	Test of English Language	15	15	
E	Computer Application	15	15	
	TOTAL	100	100	

2. Indicative Syllabus for Written Test

2.1 Objective Type Test (CBT): The questions will be designed to test the ability of the candidate's knowledge and awareness about the subjects detailed below:

2.1.1 Section A:- Knowledge and application of Office Procedures, Rules & Regulations : Drafting of communication, circulation and keeping of the confidential records, weeding out of old records, punctuality, regulation of attendance, advances, CEA, MACP, LTC, APAR, conduct rules, joining time rules, GPF, NPS, Travelling & other allowances, leave rules, pension rules etc.

2.1.2 Section B:- Reasoning Ability: The syllabus includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualizations, problem solving analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

2.1.3 Section C:- Mathematical ability: The test will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.

2.1.4 Section D:- Test of English Language: In addition to the testing of candidate's understanding of the English Language, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

2.1.5 Section E:- Computer Application: The syllabus includes question on Computer Basics, Operating System, Hardware, Software, Networking, MS-Office, etc.

3. General Instructions

- 3.1 The question paper would be bilingual (English and Hindi) except English paper.
- 3.2 There shall be negative marking for wrong answers to the tune of $1/4^{\text{th}}$ of marks allocated per question.
- 3.3 Apart from written test (CBT), a test of proficiency in computer application for one hour duration of MS Office will be conducted on computer. It will be of qualifying nature and a candidate has to secure a minimum of 40% marks in this test to qualify.
- 3.4 Final merit shall be drawn on the basis of score of written test only. However, qualifying in test of proficiency in computer application is a must.
- 3.5 Examination will be conducted at Kanpur. However, BoAT (NR) may at its discretion change, cancel, reassign, alter any venue / centre or all venues / centre without assigning any reason thereof.

B. Scheme of Examination for the post of Jr. Stenographer (Group-C, Pay Level-4):

Step	Description	Duration	Marks
Written Test	Objective Type Test (CBT*)	1 hour 30 minutes duration	100 Marks
Skill Test	English Short Hand dictation	10 minutes	Skill test shall be qualifying in nature and no additional credits for the same shall be allocated
	transcription of above dictation on computer	40 minutes in English	
	English Typing Test on computer	10 minutes	
	Total	-	100 Marks

* CBT = Computer Based Test

1. Written Test Pattern: Objective Type Test (CBT)

Section	Subject	No. of questions (01 Mark each)	Marks	Time Duration
A	General Intelligence & Reasoning	25	25	1 hour 30 minutes
B	General Awareness	25	25	
C	English Language & Comprehension	50	50	
	TOTAL	100	100	

2. Indicative Syllabus for Written Test

2.1 Objective Type Test (CBT): The questions will be designed to test the ability of the candidate's knowledge and awareness about the subjects detailed below:

2.1.1 Section A:- General Intelligence & Reasoning: It would include questions of both verbal and non-verbal type. The test will include questions on analogies, similarities and differences, space visualization, problem solving, analysis, judgement, decision making, visual memory, discriminating observation, relationship concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series, non-verbal series etc. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and the relationship, arithmetical computation and other analytical functions.

2.1.2 Section B:- 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 also include questions relating to India and its Neighboring countries especially pertaining to Sports, History (post-independence), Culture, Geography, Economic scene,

General Polity including Indian Constitution, and Scientific Research etc. These questions will be such that they do not require a special study of any discipline.

2.1.3 Section C:- English Language & Comprehension: In addition to the testing of candidates understanding of the English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage, etc. would also be tested.

3. General Instructions

- 3.1 The question paper would be bilingual (English and Hindi) except English paper.
- 3.2 There shall be negative marking for wrong answers to the tune of $1/4^{\text{th}}$ of marks allocated per question.
- 3.3 Final merit shall be drawn on the basis of score of written test only. However, qualifying in skill test is a must.
- 3.4 Examination will be conducted at Kanpur. However, BoAT (NR) may at its discretion change, cancel, reassign, alter any venue / centre or all venues / centre without assigning any reason thereof.

C. Scheme of Examination for the post of Lower Division Clerk (Group-C, Pay Level-2):

Step	Description	Duration	Marks
Written Test	Objective Type Test (CBT*)	1 hour 30 minutes	100 Marks
Skill Test	English Typing Test on computer	10 minutes	Skill test shall be qualifying in nature and no additional credits for the same shall be allocated
		Total	100 Marks

* CBT = Computer Based Test

1. Written Test Pattern: Objective Type Test (CBT)

Section	Subject	No. of questions (01 Mark each)	Marks	Time Duration
A	General Awareness	25	25	1 hour 30 minutes
B	Reasoning ability	25	25	
C	Mathematical ability	25	25	
D	Test of English Language	25	25	
	TOTAL	100	100	

2. Indicative Syllabus for Written Test

2.1 Objective Type Test (CBT): The questions will be designed to test the ability of the candidate's knowledge and awareness about the subjects detailed below:

2.1.1 Section A:- General Awareness: Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the Society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions relating to India and its neighbouring countries. Especially pertaining to History, Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations/Institutions, events etc.

2.1.2 Section B:- Reasoning Ability: The syllabus includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualizations, problem solving analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

2.1.3 Section C:- Mathematical ability: The test will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.

2.1.4 Section D:- Test of English Language: In addition to the testing of candidate's understanding of the English Language, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

3. General Instructions

- 3.1 The question paper would be bilingual (English and Hindi) except English paper.
- 3.2 There shall be negative marking for wrong answers to the tune of $1/4^{\text{th}}$ of marks allocated per question.
- 3.3 Final merit shall be drawn on the basis of score of written test only. However, qualifying in skill test is a must.
- 3.4 Examination will be conducted at Kanpur. However, BoAT(NR) may at its discretion change, cancel, reassign, alter any venue / centre or all venues / centre without assigning any reason thereof.

D. Scheme of Examination for the post of Multi-Tasking Staff (MTS) (Group-C, Pay Level-1):

Step	Description	Duration	Marks
Written Test	Objective Type Test (CBT*)	1 hour 30 minutes duration	100 Marks
	Total	-	100 Marks

* CBT = Computer Based Test

1. Written Test Pattern: Objective Type Test (CBT)

Section	Subject	No. of questions (01 Mark each)	Marks	Time Duration
A	General awareness	25	25	1 hour 30 minutes
B	Reasoning ability	25	25	
C	Mathematical ability	25	25	
D	Test of English Language	25	25	
	TOTAL	100	100	

2. Indicative Syllabus for Written Test

2.1 Objective Type Test (CBT): The questions will be designed to test the ability of the candidate's knowledge and awareness about the subjects detailed below:

2.1.1 Section A:- General Awareness: Questions will be designed to test the ability of the candidate's General Awareness of the environment and its relevance to the Society. The questions will also be designed to test knowledge of the current events and of such matters of everyday observation as may be expected of an educated person. The test will include questions relating to India and its neighbouring countries. Especially pertaining to History (post-independence), Indian Polity & Constitution, Art & Culture, Geography, Economics, General Policy, Science & Scientific Research, National/International Organizations/Institutions, events etc.

2.1.2 Section B:- Reasoning Ability: The syllabus includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualizations, problem solving analysis, judgment, decision making, visual memory, discrimination, observation, relationship, concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series etc.

2.1.3 Section C:- Mathematical ability: The test will cover Number System including questions on Simplification, Decimals, Fractions, L.C.M., H.C.F., Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs, etc.

2.1.4 Section D:- Test of English Language: In addition to the testing of candidate's understanding of the English Language, its Vocabulary, Grammar, Sentence Structure, Synonyms, Antonyms and its correct usage etc. would also be tested.

3. General Instructions

- 3.1 The question paper would be bilingual (English and Hindi) except English paper.
- 3.2 The questions in the written test will be of the Secondary level which is minimum eligibility for the respective post.
- 3.3 There shall be negative marking for wrong answers to the tune of $1/4^{\text{th}}$ of marks allocated per question.
- 3.4 Final merit shall be drawn on the basis of score of written test.
- 3.5 Examination will be conducted at Kanpur. However, BoAT (NR) may at its discretion change, cancel, reassign, alter any venue / centre or all venues / centre without assigning any reason thereof.