6. SELECTION PROCESS

The selection process shall be a three stage process consisting of the following stages:

- **Stage-I**: Stage I will consist of three Computer Based, Multiple Choice Question (MCQ) type Papers viz. Paper I, Paper II and Paper III, of which Paper III shall be qualifying in nature.

- **Stage-II**: Stage II will consist of Physical Measurement Test (PMT) and Physical Screening Test (PST). Both Physical Measurement Test and Physical Screening Test shall be qualifying in nature.

- **Stage-III**: Stage III will consist of Document Scrutiny.

7. STAGE – I: Computer Based Test

The first stage of the selection process shall be Computer Based Test (CBT) comprising of the following:-

Paper - I	Paper-I shall comprise of 100 questions carrying four (04) marks each.
Paper - II	Paper-II shall comprise of 100 questions carrying four (04) marks each.
Paper - III	Paper-III shall be a mandatory qualifying test of Punjabi language of matriculation standard comprising of 50 questions carrying one (01) mark each with 50% marks as the qualifying criteria. The marks obtained in this Paper shall not be counted for determining merit.

Each candidate shall be required to attempt the following Papers as per schedule:

Paper I	SYLLABUS	Number of Questions
Total Duration 2 hours **Total number of questions –100** **Maximum marks- 400**	**Section-1 General Awareness:** Indian Constitution and its features, Central and State Legislature, Executive & Local Government Institutions, Judicial Institutions, History & Culture of India and Punjab, Science & Technology, Indian Economy, Geography & Environment, Current Affairs (National and International) including current legal developments, Awareness of issues concerning Diversity, Ethics & vulnerable sections of society.	**50**
	Section-2 Quantitative Aptitude & Numerical Skills: Numbers & their relations, Simplification, Decimals and Fractions, Ratios and Proportions, Percentage, Average (Mean, Median and Mode), Profit & Loss, Simple & Compound Interest, Time and Work, Mensuration, Speed, Time and Distance, Equations.	**30**
	Section-3 Punjabi Language Skills: Punjabi Language skills including Sentence Completion and Structuring, Error Detection, Vocabulary (Synonyms/ Antonyms, One Word Substitution etc.), Reading Comprehension/Passage, Translation from English to Punjabi, Precis Skills, Fill in the blanks.	**20**

Paper II	SYLLABUS	Number of Questions
Total Duration 2 hours **Total number of questions– 100**	**Section-1 Logical & Analytical Reasoning and Data Interpretation** Statements & Conclusions, Number and Letter Series, Sequencing, Missing number, Pattern Completion, Order and Ranking, Direction and Distances, Data Sufficiency, Puzzles, Classification & Analogy, Calendars, Relationship Problems, Coding & De-coding, Verbal Reasoning, Non-Verbal Reasoning, Legal Reasoning, Data Interpretation (Graphs, Charts, Tables, Spread sheets etc).	**50**

Maximum marks-400	Section-2 **Digital Literacy & Computer Awareness** Fundamentals of Computers, Basics of Operating Systems, Computer Hardware, MS Office (Word, Excel & PowerPoint), Internet & Worldwide web, Social Media Platforms, Web Search engines, VoIP communication, Mobile Phones (basic conceptual knowledge), Instant Messaging Applications (WhatsApp, Signal etc.), Basics of Data Encryption, Basics of Cyber Security.	**30**
	Section-3 **English Language Skills** English Language skills, including Sentence Completion and Structuring, Error Detection, Vocabulary (Synonyms/ Antonyms, One Word Substitution etc.), Reading Comprehension/Passage, Translation from Punjabi to English, Precis Skills, Fill in the blanks	**20**

Paper III Total Duration 1 hour Total number of questions - 50 Maximum marks – 50	**Mandatory Qualifying paper of Punjabi Language** equivalent to Matriculation standard comprising of 50 questions carrying one (01) mark each. This paper shall be qualifying in nature with 50% marks as the qualifying criteria. The marks obtained in this Paper shall not be counted for determining merit.	**50**

Note: Each candidate shall be issued Admit Card(s) indicating the specific date, time and venue for candidate's Computer Based Test Papers. The candidate is required to download the Admit Card(s) and bring a hard copy (printout) of the Admit card(s), along with any one prescribed Photo Identity Proof (Aadhaar Card, Indian Driving License, PAN card, Voter Identity card, Indian Passport) for entry to the venue of the Papers.

7.1 Negative Marking

Negative marking for an incorrect answer in Paper I and in Paper II shall be 25% of the marks assigned to a question i.e., 1 mark.

There shall be no negative marking for Paper III, which is the mandatory qualifying paper of Punjabi Language.

7.2 Normalization

As computer based tests would be conducted in multiple shifts, with different sets of questions, for different sets of participants, normalization of scores shall be carried out using the Mean Standard Deviation method using the following formula:

Normalization mark of jth candidate in the ith Shift $\widehat{M}_{ij}$ is given by

$$\widehat{M}_{ij} = \frac{\overline{M}_t^g - M_q^g}{\overline{M}_{ti} - M_{iq}}\left(M_{ij} - M_{iq}\right) + M_q^{gm}$$

M_{ij}= is the actual marks obtained by the jth candidate in ith shift.

$\overline{M}_t^g$ = is the average marks of the top 0.1% of the candidates considering all shifts (number of candidates will be rounded-up).

M_q^g= is the sum of mean and standard deviation marks of the candidates in the paper considering all shifts.

$\overline{M}_{ti}$= is the average marks of the top 0.1% of the candidates in the ith shift (number of candidates will be rounded-up).

M_{iq}= is the sum of mean marks and standard deviation of the ith shift

M_q^{gm}= is the sum of the mean marks of candidates in the shift having maximum mean and standard deviation of marks of candidates in the examination considering all shifts.

Calculation of marks will be up to 5 places of decimal.

7.3   Minimum Marks

After normalization is carried out in the above mentioned manner , candidates belonging to Scheduled Caste, Backward Class, Economically Weaker Section and Ex-servicemen categories shall be required to score a minimum of 35**%** marks and candidates belonging to other categories shall be required to score a minimum of 40**%** marks, in each of the Papers I & II separately , to be eligible to be considered for the next stage of the selection process.

The candidates shall also be required to score a minimum of 50% percent marks in Paper III after normalization is carried out to qualify for the next stage of the selection process . The failure to secure minimum 50% marks in Paper III shall disqualify the candidate for being considered for the next stage of the selection process irrespective of his scores in Papers I and II. However, the marks obtained by a candidate in Paper III, which is a mandatory qualifying paper of Punjabi Language shall not be considered in the overall score of the candidate for determining merit .

7.4   Answer Key and Seeking of Objections

Upon completion of the last session of the Computer based tests, the Answer Key shall be uploaded on the Recruitment Portal. Candidates will be given 48 hours to raise objections to the Answer Key. A nominal fee of rupees 50/- shall be charged per objection. The fee shall be refunded, if the objection is sustained.

7.5   Alerts to Candidates

It shall be the responsibility of the candidates to keep themselves abreast of the updates with respect to the process and stage of the selection process by frequently checking the Recruitment Portal for updates. No individual communication shall be made with the candidates . However , candidates shall be informed at various stages of the selection process, by SMS & E-mail