

NICL Administrative Officer Scale I Syllabus/Pattern

8. Selection Procedure

A) The selection procedure comprises of the following-

Phase-I : Preliminary Examination

Preliminary Examination consisting of Objective Tests for 100 marks will be conducted online. This test would be of 60 minutes duration consisting of 3 sections as follows :

S. No	Name of Test (Not in Sequence)	Type of test	Max. Marks	Duration	Version
1	English Language	Objective	30	60 minutes	English
2	Reasoning Ability	Objective	35		Eng/Hindi
3	Quantitative Aptitude	Objective	35		Eng/ Hindi
	Total (Aggregate)		100		

Candidates have to qualify in each test by securing passing marks to be decided by the Company. Adequate number of candidates in each category as decided by the Company (approximately 15 times the numbers of vacancies subject to availability) will be shortlisted for the Main Examination.

Phase – II : Main Examination

Main Examination will consist of Objective Tests for 200 marks and Descriptive Test for 30 Marks. Both the Objective and Descriptive Tests will be online. Candidates will have to answer Descriptive Test by typing on the computer. Immediately after completion of Objective Test, Descriptive Test will be administered.

(i) **Objective Test :** The Objective Test of 2 hours duration consists of 5 sections for total 200 Marks :

S. No	Name of Test	Type of test	No. of Questions	Maximum Marks	Medium of Exam	Duration
1	Reasoning	Objective	40	40	Eng/ Hindi	120 mins
2	English Language	Objective	40	40	Eng	
3	General Awareness	Objective	40	40	Eng/ Hindi	
4	Computer Knowledge	Objective	40	40	Eng/ Hindi	
5	Quantitative aptitude	Objective	40	40	Eng/ Hindi	
	Total (Aggregate)			200		
6	English Language(Essay, Precis and Comprehension)	Descriptive	3	30	Eng	30 mins

(ii) **Descriptive Test :** the Descriptive Test of 30 Minutes duration with 30 marks will be a Test of English Language (Essay, Precis and Comprehension). The descriptive test will be in English and will be conducted through on line mode.

Each candidate will be required to obtain a minimum score for each section of objective test separately for short listing for the Descriptive Test evaluation/Interview i.e. Descriptive answer script would be evaluated only in respect of those candidates who qualify the objective test. There will also be a separate cut-off marks for the Descriptive Test.