

Annexure- I**Syllabus and Scheme of Examination**

The Computer Operator-cum-Typist Recruitment Examination, 2026 shall be conducted in **02 (two) stages** i.e. **Written Test and Interview**. The Scheme of Examination shall be as follows:-

Stage	Details of Examination		Particulars	Maximum Marks	Minimum Qualifying Marks	Duration
1.	Written Test	Part-A (MCQ Based Objective Type)	English Language and Grammar	15	20	30 minutes
			Hindi Language and Grammar	10		
			Computer Awareness	15		
			Reasoning and Quantitative Aptitude	10		
	Part-B (English Computer Typing Test)	English Computer Typing Test with speed of 40 words per minute for 400 words.	100	90	10 minutes	
Part-C (Hindi Computer Typing Test)	Hindi Computer Typing Test with speed of 30 words per minute for 300 words.	100	85	10 minutes		
	Total			250	-	50 minutes
2.	Interview			10	03	-

Written test

This Written Test shall comprise three Parts i.e. Part-A, Part-B & Part-C. **There shall not be negative marking for incorrect answers in the Part-A of the Written Test.** The candidate will have to qualify in all the parts viz., Part-A, Part-B & Part-C in order to be called for the next stage. The accuracy of English Computer Typing Test (Part-B) & Hindi Computer Typing Test (Part-C) in percentage shall be equivalent to the marks obtained out of 100.

Three times candidates of the total number of advertised vacancies, in order of their merit (following the model roster point and the reservation policy adopted in the High Court), will be shortlisted for the next stage i.e. Interview. However, all candidates

who obtain marks equal to that of the last candidate shortlisted to be called for interview in their respective category will also be shortlisted for the next stage even if the total number of candidates called for interview exceeds the prescribed criteria of three times.

Syllabus of the Written Test

1. English Language and Grammar:- The questions will be designed to test the candidates' understanding of the languages and literature, correct use of words, and ability to write the languages correctly, precisely and effectively. The questions will ordinarily cover vocabulary, grammar, spot the error, fill in the blanks, synonyms/homonyms, antonyms, spellings/detecting mis-spelt words, idioms & phrases, one word substitution, improvement of sentences, active/passive voice of verbs, shuffling of sentence parts etc.

2. Hindi Language and Grammar:- प्रश्नों को इस प्रकार तैयार किया जाएगा जिससे उम्मीदवारों की भाषाओं और साहित्य की समझ, शब्दों का सही प्रयोग और भाषाओं को सही, सटीक और प्रभावी ढंग से लिखने की क्षमता का परीक्षण किया जा सके। प्रश्नों में आमतौर पर शब्द-रूपांतरण, लिंग, वचन, कारक, काल, वाच्य, शुद्ध वर्तनी, मुहावरे एवं लोकोक्तियां, अलंकार के उदाहरण एवं प्रकार, संधि, समास, उपसर्ग एवं प्रत्यय इत्यादि शामिल होंगे।

3. Computer Awareness:- The questions will be designed to assess the candidates' knowledge pertaining to Computer System for dispensing day to day official work. The questions will ordinarily cover history of computers, fundamentals of computer and terminologies, computer abbreviations, basics of hardware and software, keyboard shortcuts, operating system basics, basic functionalities of Ms-Office (word, excel and powerpoint), internet terms and services, networking and communication, security tools, viruses etc.

4. 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 candidates' ability with regard to appropriate use of numbers and number sense. 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.

Note:- (i) The question paper of Written Test shall be available both in **English and Hindi Language** except the section of **English Language and**

Grammar and Hindi Language and Grammar which shall be in **English and Hindi Language**, respectively. **However, the English version shall always prevail in case of any discrepancy or inconsistency between English version and its Hindi Translation.**

- (ii) The Keyboard Layout for Hindi Computer Typing Test shall be **'Remington Gail'** and the font shall be **'Mangal'**.

Interview

The interview shall be of **10 marks** and the minimum qualifying marks shall be of **03 marks**. It is mandatory for the shortlisted candidates to appear at the Interview else they will not be considered in the preparation of final merit list. The final merit list shall be prepared by taking into account the total marks scored by a candidate in the **Written Test (Part A + Part B + Part C) and Interview**, following the model roster point and reservation policy adopted in the High Court.

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Annexure- II**PRELIMINARY TEST**

The Preliminary Test shall be conducted if the number of applicants is on the higher side. It shall be held for the purpose of screening 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 merit list. Ten times candidates**, in order of their merit, of the total number of advertised vacancies (following the model roster point and the reservation policy adopted in the High Court), who attain the minimum qualifying standard, will be shortlisted for appearing at next stage i.e. **Written Test**. However, the candidates who have obtained marks equal to the marks obtained by the last shortlisted candidate of their respective category, will also be shortlisted for the next stage even if the total number of candidates called for Written Test exceeds the ten times criteria. The Scheme of Preliminary Test shall be as follows:-

The Scheme of Preliminary Test

Details of Examination	Particulars	Maximum Marks	Minimum Qualifying Marks	Duration
Preliminary Test	General Awareness	15	20	30 minutes
	English Language and Grammar	20		
	Computer Awareness	15		

Note:- Except the questions of English Language and Grammar in Screening/Preliminary Test, the questions of remaining sections shall be both in English and Hindi language. However, the English version shall always prevail in case of any discrepancy or inconsistency between English version and its Hindi Translation.

The Syllabus of Preliminary Test

1. 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/Dates, 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.

2. The questions pertaining to English Language and Grammar and Computer Awareness shall be based on the syllabus provided in the Written Test.

