

Chapter-5
SELECTION PROCEDURE

5.1 Syllabus & Modalities

There shall be ‘SINGLE RECRUITMENT EXAMINATION’ for the Post of Review Officer, Assistant Review Officer and Computer Assistant comprising of “THREE STAGES”, as mentioned below:

Stage of the Examination	Syllabus of the Examination
<p>Stage-I Preliminary Examination: General Studies</p> <p>Type: Multiple Choice Objective type test on OMR.</p> <p>Total number - 200 MCQ</p> <p>Maximum Marks –200</p> <p>Duration – <u>03 Hours (180 minutes)</u></p> <p>NO NEGATIVE MARKING.</p> <p>NO MINIMUM QUALIFYING MARKS.</p>	<p>(A) General Science (B) History of India (C) Indian National Movement (D) Indian Polity, Economy and Culture (E) Indian Agriculture, Commerce and Trade (F) Population, Ecology and Urbanisation (in Indian Context) (G) World Geography and Geography and Resources of India (H) Current National and International Important Events (I) General Aptitude (J) Special Knowledge regarding Education, Culture, Agriculture, Industry, Trade, Living and Social Traditions of Uttar Pradesh (K) Knowledge of General English and General Hindi of Graduation Level (L) Elementary Knowledge of Computers</p>
<p>(Seven Times of the Candidates against the total number of vacancies in each category for each post [Review Officer Assistant Review Officer and Computer Assistant] on the basis of marks obtained in the Stage-I Examination in order of merit shall be called to appear in Stage II and Stage-III Examination)</p>	
<p>Stage-II Examination: Mains Examination (subjective type)</p> <p>Stage-II will be Conventional type in Pen & Paper Mode</p> <p>Maximum Marks: 150</p> <p>Duration - 02 hours (120 minutes)</p> <p>MINIMUM QUALIFYING MARKS :50 MARKS OUT OF 150 MARKS.</p>	<p>Section A: Essay Writing in English (of approximately 200 words) (30 marks) (Special emphasis shall be laid on Constitutional Accuracy & Conceptual clarity, Relevance to Topic & coherence, Logical Structure & Flow and Language Proficiency & Expression etc.)</p> <p>Section B: Precis Writing in English (30 marks) (Special emphasis shall be laid on Identification of core ideas, Conciseness & proportional reduction, Language Clarity & Grammar and Suitable Title etc.)</p> <p>Section C (i): Translation from English to Hindi (25 marks)</p> <p>Section C (ii): Translation from Hindi to English (25 marks) (Special emphasis shall be laid on Accuracy of meaning, Terminology & Formal Tone and Grammar & Sentence Structure etc.)</p>

	Section D: Comprehension in English (40 marks) (Special emphasis shall be laid on Accuracy of responses, Analytical Understanding and Clarity of expression etc.)
Stage-III Examination: Computer Knowledge Test Type: Computer Based module (CBT). Maximum Marks: 50 Duration - 20 minutes NO NEGATIVE MARKING. MINIMUM QUALIFYING MARKS: 25 MARKS OUT OF 50 MARKS.	A copy of text (approximately 500 words) in ENGLISH will be given to the Candidates for reproducing the same on the computer in the same format within 20 minutes.
NOTE: The Stage-II and Stage-III Examination of each single Candidate, shall be conducted simultaneously in a SINGLE SHIFT with a gap of 20 MINUTES	
Total Marks (Stage-II and Stage III) – 200 marks	

- 5.2 Firstly, the Stage-I Examination will be conducted on scheduled date. Further the Stage-II and Stage-III Examination of shortlisted candidates from Stage-I Examination shall be conducted simultaneously in a SINGLE SHIFT with a gap of 20 MINUTES on different date.
- 5.3 The Stage-I, Examination will be conducted in Pen and Paper (OMR based), Stage-II will be Conventional type in Pen & Paper Mode (subjective type) and Stage-III Examinations will be a Computer Based Test (CBT) mode on Computer.
- 5.4 Date, time and venue of the Stage-I Preliminary Examination as well as Stage-II Examination (subjective type) and Stage-III Examination (Computer Knowledge Test) of the shortlisted candidates of Review Officer/Assistant Review Officer/Computer Assistant Recruitment Examination-2026 shall be intimated to the candidates through Public Notice and separate admit card will be uploaded/issued on the official websites.
- 5.5 The level of the question papers shall be consistent with the educational qualification and syllabus prescribed for the Examination.
- 5.6 The required speed (words per minute) for Computer Knowledge Test (i.e. English Typing Test) in Stage-III Examination shall be calculated against the correct words typed by the candidates within the stipulated time i.e. 20 minutes or within the time the test is submitted by the candidate, whichever is earlier.

- 5.7 In the Stage-III Examination i.e. Computer Knowledge Test the “SUBMIT” button will remain active during entire duration of the test. If any candidate wants to submit the test, he/she can click on the said button and submit the exam in view to enhance the accuracy and typing speed. Else test will get auto submitted at the time when the duration of the Test expires. However, after submission he/she will not be able to go out of the Exam Centre. He/she has to remain seated in his/her allotted desk till permitted by the Room Invigilator(s) to leave the Examination Hall / Room.
- 5.8 It is mandatory for the candidates to appear in all the Stages of the Examination.
- 5.9 For the post of Review Officer (RO) / Assistant Review Officer (ARO) / Computer Assistant (CA), the question paper of **Stage-I Multiple Choice Objective Type Test** shall be both in **English and Hindi** languages. In case of any disparity between English Version and Hindi Version of the Question Paper, the English Version will be considered as the final.
- 5.10 The Question Paper for **Stage-II Examination** [Main Examination: Subjective type] for the post of Review Officer (RO), Assistant Review Officer (ARO) and Computer Assistant (CA), **would be provided to the shortlisted candidates in printed sheet along with answer booklet, before appearing in Stage-III Examination on the same day at the same venue.**
- 5.11 For the post of Review Officer (RO), Assistant Review Officer (ARO) and Computer Assistant (CA) **Stage-III Examination i.e. the Computer Knowledge Test**, the Text shall be provided on computer in **English** only. The required speed (words per minute) for English typing shall be calculated against the correct words typed by the candidates during the test.
- 5.12 Seven Times of the Candidates against the total number of vacancies in each category for each post [Review Officer, Assistant Review Officer and Computer Assistant] on the basis of marks obtained in the Stage-I Examination in order of merit shall be called to appear in Stage II and Stage-III Examination)
- 5.13 For the post of Review Officer, Assistant Review Officer and Computer Assistant, Final Merit List of all qualified candidates shall be prepared on the basis of aggregate of marks procured by the candidates in Stage-II Examination and Stage-III Examination. The list shall hold good for one year or until the next selection whichever is earlier. The Final Result of Review Officer, Assistant Review Officer and Computer Assistant shall be prepared separately in accordance with merit. Candidates selected for the post of Review Officer shall not be considered for selection to the post of Assistant Review Officer and Computer Assistant. Similarly, Candidates selected for the post of Assistant Review Officer shall not be considered for selection to the post of Computer Assistant.
- 5.14 Candidates securing minimum qualifying marks in Stage-II Examination [Main Examination: Subjective

Type] i.e. 50 marks out of 150 marks alone shall be considered for preparation of Final Merit List. Similarly, Candidates securing minimum qualifying marks in Stage-III Examination [Computer Knowledge Test] i.e. 25 marks out of 50 marks alone shall be considered for preparation of Final Merit List.

5.15 The candidate whose age is less than 21 years as on 01.07.2026 shall be considered for the post of Computer Assistant only.

5.16 **Tie Breaking Rules:** In case two or more candidates secure equal marks their inter-se merit shall be determined in the following order of preference:

(i) Candidate older in age shall be placed above those lesser in age.

(ii) In case of candidates having same age:

Candidate obtaining higher marks in **Stage-II Examination i.e. Mains Examination (subjective type)** shall be taken into consideration.

(iii) In case of candidates having same age as well as similar marks in **Stage-II Examination i.e. Mains Examination (subjective type):**

Candidate obtaining higher marks in **Stage-I Examination** shall be taken into consideration only for the purpose of tie break.

5.17 For the post of Review Officer (RO) / Assistant Review Officer (ARO) / Computer Assistant (CA), no Interview shall be held for selection.

5.18 **Biometric information (Photograph, Thumb Impression and IRIS) of all the candidates shall be captured at their respective Exam Centres.** Identity checks will be made upon arrival at the Examination Centre to ensure that there are no unauthorized candidates appearing for the Examination. Candidates are required to cooperate with these security personnel for security checks.

5.19 The Recruitment Committee shall have discretion to modify/alter minimum qualifying marks for any stage of Examination

Chapter-6

MARKING SCHEME

6.1 Stage- I - Multiple Choice Objective Type Test

- (i) To answer a Multiple-Choice Question, the candidate needs to choose one option corresponding to the correct answer or the 'most appropriate answer'.
- (ii) Each correct answer shall carry One (01) Mark.
- (iii) There is no negative marking for incorrect answers.
- (iv) No marks will be given for questions un-answered/un-attempted.
- (v) In case a Question is dropped due to some technical mistake (error) or any other reason, full mark shall be given to all the candidates.

6.2 Stage- II – Mains Examination (Subjective Type)

- (i) **Section A: Essay Writing in English:** Special emphasis shall be laid on Constitutional Accuracy & Conceptual clarity, Relevance to Topic & coherence, Logical Structure & Flow and Language Proficiency & Expression etc.
- (ii) **Section B: Precis Writing in English.** Special emphasis shall be laid on Identification of core Ideas, Conciseness & proportional reduction, Language Clarity & Grammar and Suitable Title etc.
- (iii) **Section C (i): Translation from English to Hindi.**
(ii): **Translation from Hindi to English.**
Special emphasis shall be laid on Accuracy of meaning, Terminology & Formal Tone and Grammar & Sentence Structure etc.
- (iv) **Section D: Comprehension in English.** Special emphasis shall be laid on Accuracy of responses, Analytical Understanding and Clarity of expression etc.

6.3 Stage- III - Computer Knowledge Test

- (i) Marks to be deducted on each mistake (error)
[Value of mistake (error): 01 Mistake (Error) = 0.1 marks]
- (ii) Left-out words and spelling mistakes (errors) will be treated as full mistake (error).
- (iii) Typing of Letters, Words, Characters, Symbols or anything other than the contents of passage as asked in question paper shall be treated as full mistake (error).
- (iv) Words typed beyond the prescribed words limit shall be deleted / ignored.
- (v) The evaluated copy must indicate
 - No. of mistakes (errors) made by the candidate.
 - Total Marks awarded.
- (vi) Marks to be deducted on each mistake (error)
(Value of mistake (error): 01 Mistake (error)=0.1 mark).
- (vii) The Formula would be as under: -

Column-I	Column-II
Number of words with mistake (error)	Marks to be deducted Value of mistake (error) : 01 Mistake (error) = 0.1 mark
1	0.100
2	0.200
3	0.300
4	0.400
5	0.500
..	..
10	1.000
..	..