(An Autonomous Institute of the Department of Biotechnology, Govt. of India)
NCR Biotech Science Cluster, 3rd Milestone, Faridabad – Gurugram Expressway,
P.O. Box No. 04, Faridabad - 121001

Recruitment notice no. – THS/RN/22/2021

Selection pattern and Syllabus for the written test and skill test for the post of Data Entry Operator

I. Proposed selection pattern

S. No.	Exam type	Exam pattern	No. of Questions/ Marks	Duration of Exam	Exam Centre
1	Stage I				
	Written Test	Multiple choice questions (MCQ)	100 questions x 1 Mark each	90 mins	THSTI, Faridabad
		Total Marks	100 Marks		
Note: ➢ There will be negative marking @0.25 marks for every wrong answer in MCQ. ➢ For each vacancy, 5 candidates as per merit in Stage-I will be shortlisted for Stage-II skill test					
2	Stage II				
			Marks	Duration of Exam	Exam Centre
		Computer skill test	25	30 mins.	THSTI, Faridabad

➢ Skill test will be qualifying in nature and will not have any weightage in the final merit for selection.

II. Syllabus for the test

S.No.	Exam pattern	Syllabus
1.	Multiple choice questions	Numerical Aptitude, English Language, General Knowledge, Current Affairs, Logical Reasoning and knowledge of Govt. rules and regulations
2.	Computer skills	Practical MS office knowledge