

**BRIC-Translational Health Science
and Technology Institute**

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

RECRUITMENT NOTICE NO. THS/RN/17/2025

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

I. 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 (General Awareness)	30 questions x 1 Mark each	90 mins	THSTI, Faridabad
		Multiple choice questions (Subject knowledge)	70 questions x 1 Mark each		
Total Marks		100 Marks			
Note 1: There will be negative marking @0.25 marks for every wrong answer in MCQ.					
2	Stage II				
		Skill Test	25 marks	15 mins.	THSTI, Faridabad
Note 2: Skill test will be qualifying in nature and will not have any weightage in the final merit for selection.					

II. Syllabus for the written test (Stage I) and skill test (Stage II)

S.No.	Exam pattern	Syllabus
1.	Multiple choice questions (General Awareness)	Numerical Aptitude, English Language, General Knowledge, basic computer knowledge, Current Affairs, Logical Reasoning and numerical aptitude
2	Multiple choice questions (Subject knowledge)	General Financial Rules (GFR), Government procurement, taxation & duties, Leave rules, RTI Act, Establishment matters, Usage of Tally, Utilization Certificate (UC) and Statement of Expenditure (SoE).
3	Skill test	Preparation of Noting and drafting letters