

RECRUITMENT SCHEME FOR GROUP- B & C POSTS

Table No. 1 Name of posts and Applicable stages of examination

S. No.	Name of the post	Applicable stages of examination (2)
1	Accountant	1) Preliminary examination (MCQs type)
2	Nursing Officer	2) Mains examination(Descriptive type)
3	Pharmacist	
4	*Junior Secretariat Assistant	
5	Junior Laboratory Medical Technologist	
6	Multi-Tasking Staff	

**Note: For the post of Junior Secretariat Assistant, there will be a typing test also on computers after the preliminary and Mains examination. The date, venue, etc. for typing test will be intimated to shortlisted candidates separately.*

1. Preliminary Examination (MCQs type) - Stage 1

1.1 Purpose: The primary purpose of this Examination is to assess candidates' knowledge and suitability for further stages of the recruitment process. It aims to identify qualified candidates who demonstrate the essential competencies and potential to excel in the desired position.

1.2 Proposed Scheme, Test Format and Question Types:

Proposed Scheme for preliminary examination (MCQs based) -

Table No. 2 Proposed Scheme for preliminary examination (MCQs based) for Accountant:

S. No.	Subject	Number of Questions
1.	Concerned Subject	60
2.	English	10
3.	Hindi	10
4.	Computer (Basic Knowledge)	10
5.	General Knowledge and Current Affairs	10
Total		100

Table No. 3 Proposed Scheme for preliminary examination (MCQs based) for Nursing Officer:

S. No.	Subject	Number of Questions
1.	Concerned Subject	70
2.	Computer (Basic Knowledge)	15
3.	General Knowledge and Current Affairs	15
Total		100

Table No. 4 Proposed Scheme for preliminary examination (MCQs based) for Pharmacist:

S. No.	Subject	Number of Questions
1.	Concerned Subject	80
2.	Computer (Basic Knowledge)	10
3.	General Knowledge and Current Affairs	10
Total		100

Table No. 5 Proposed Scheme for preliminary examination (MCQs based) for Junior Secretariat Assistant:

S. No.	Subject	Number of Questions
1	English	20
2	Hindi	20
3	Computer (Basic Knowledge)	15
4	General Knowledge and Current Affairs	15
5	Numerical aptitude	15
6	General Intelligence and Reasoning	15
Total		100

Table No. 6 Proposed Scheme for preliminary examination (MCQs based) for Junior Laboratory Medical Technologist:

S. No.	Subject	Number of Questions
1	Subject Knowledge	70
2	Computer (Basic Knowledge)	15
3	General Knowledge and Current Affairs	15
Total		100

Table No. 7 Proposed Scheme for preliminary examination (MCQs based) for Multi-Tasking Staff:

S. No.	Subject	Number of Questions
1	English	25
2	Hindi	25
3	Computer (Basic Knowledge)	05
4	General Knowledge and Current Affairs	15
5	Numerical aptitude	15
6	General Intelligence and Reasoning	15
Total		100

Note: -For the post of Nursing Officer (Ayurveda stream) and Pharmacist, Ratio of Ayurveda and Modern questions will be proportionate to the syllabus of the concerned subject.

The Preliminary Examination will be conducted in the format of Multiple-Choice Questions (MCQs).

Candidates will be presented with a set of questions, and for each question, 4 options (One correct answer and 3 distracters) will be provided.

Candidates have to select the correct answer from the given choices.

1.3 Scoring and Evaluation Criteria for MCQs-Based Test:

1.3.1 Correct Answer: Each correct answer will be awarded **1 mark**.

1.3.2 Incorrect Answer: For each incorrect answer, **0.25 (1/4)** mark will be deducted from the total score as a penalty/ negative marking.

1.3.3 If the candidate will darken more than one circle in response to any single question, it will be considered as incorrect answer and **0.25 (1/4)** mark will be deducted from the total score as a penalty/ negative marking.

1.3.4 Unanswered Questions: Unanswered questions will not be awarded any marks, nor will any marks be deducted for leaving a question unanswered.

1.3.5 Total Score Calculation:

1.3.6 Sum of Correct Answers: The total score for the examination will be calculated by summing the marks awarded for each correct answer.

1.3.7 Negative Marking Adjustment: In case of incorrect answers, the penalty for negative marking will be subtracted from the total score.

1.3.8 No Impact of Unanswered Questions: Leaving questions unanswered will not impact the total score calculation.

1.4 Total Marks and Weightage

The Preliminary Examination carries a total weightage of **100 marks**.

Each question contributes to the overall score of the candidate.

The marks obtained in the Preliminary Examination will play a significant role in determining candidates' eligibility for further stages of the recruitment process.

1.5 Details of examination

The Preliminary Examination will be completed within a time frame of **90 minutes**.

Candidates must manage their time effectively to answer all the questions within the stipulated duration.

- **Test date, time, and venue:** Will be declared by the institute well before the examination
- **Test format-** Multiple Choice Questions (MCQs)
- **Total marks:** 100 marks
- **Duration of the Preliminary Examination:** 90 minutes
- **Language of Question paper:** Language of the question paper will be English, however for the posts of Nursing Officer (Ayurveda stream), Pharmacist technical words of Ayurveda/ verses will be provided in Sanskrit and for posts of Junior Secretariat Assistant, Multi-Tasking Staff there will be bilingual (Hindi and English) question paper except for Hindi and English.
- **Instructions for the Examination day**–Will be declared by the institute well before the examination

1.6 Qualifying Criteria:

To qualify for the next stage i.e. Mains Examination (Descriptive type- Stage 2) of the recruitment process, candidate must meet the minimum qualifying criteria as follows -

- **General category: Minimum 40% of total marks**
- **SC, ST, OBC, and PH candidates: Minimum 35% of total marks**

Suppose for a single post of Accountant in general category, 100 candidates appeared in preliminary exam. In this exam 20 students scored 40 or more than 40 marks, and 80 scored below 40 marks out of total 100 marks. To select candidates for Mains Exam (Descriptive type),

maximum top 5 candidates from the 20 candidates who scored 40 or more marks in preliminary exam will be selected for Mains exam according to their merit score in preliminary exam. However, if there is equal marks of candidates for 5thrank, all those candidates having 5th rank in preliminary exam merit will be eligible for Mains exam (Descriptive type).

Example: Suppose merit score of few candidates in preliminary exam is as follow

Table No. 8 Merit score of candidates in preliminary exam

Rank	1	2	3	4	<u>5</u>	<u>5</u>	<u>5</u>	6	7	8
Marks	87	85	80	79	<u>75</u>	<u>75</u>	<u>75</u>	70	68	65
Candidate	A	B	C	D	E	F	G	H	I	J
Rank	8	8	9	10	11	12	13	14	14	15
Marks	65	65	62	61	59	58	57	55	55	54
Candidate	K	L	M	N	O	P	Q	R	S	T

In such case, all candidate having 75 marks and above (candidate A, B, C, D, E, F, G, will be eligible for Mains (Descriptive type) exam i.e. Stage 2.

In Table No. 8, Green color highlights selected candidates for Mains exam (Descriptive type). Marks with Underline indicate equal marks at 5th rank position.

Note: The National Institute of Ayurveda reserves the right to modify or amend the Examination process as deemed appropriate and same will be notified accordingly.

2. Mains Examination (Descriptive type) - Stage 2

2.1 Purpose:

The primary purpose of this Examination is to assess candidate's proficiency in the skills required for the applied post. The Mains exam focuses on evaluating candidate's practical knowledge, understanding, and application of the key skills necessary for the position.

2.2 Test Format and Question Types

The Mains (Descriptive) Examination will be conducted in the format of Short and Long answer type questions.

Candidates will be required to provide detailed responses to the questions asked.

The questions in the Mains exam will be designed to assess candidates' ability to analyze, synthesize, and evaluate information, as well as their capacity to express their ideas, views, and applied knowledge of the subject effectively.

2.3 Scoring and Evaluation Criteria:

Each answer sheet will be evaluated by two separate and independent examiners.

2.3.1 Average of Marks: The average of the marks awarded by both examiners will be considered as the final mark of the descriptive test.

2.3.2 Rubrics-Based Evaluation: The evaluation will be conducted using a rubrics-based system. The examiners will refer to the rubrics to assign marks.

2.3.3 Re-Evaluation: There will not be an option for re-evaluation of the answer sheets. The marks awarded based on the initial evaluation will be considered final for further processing.

2.4 Total Marks and Weightage:

The Mains (Descriptive) Examination will carry a total weightage of **100 marks**.

Each question's answer will contribute to the overall score of the candidate.

The marks obtained in the Mains examination will be combined with the Preliminary Examination scores to create a consolidated merit score.

2.5 Test Details

The Mains (Descriptive) Examination will be scheduled to be completed within a time frame of **3 hours**.

- **Test date, time, and venue:** will be declared by the institute
 - **Test format:** Short and long answer type questions
 - **Total mark:** 100 marks
 - **Duration of the Mains Examination:** 3 hours maximum
 - **Language of Question paper:** Language of the question paper will be English for Accountant, junior medical laboratory technologist and Nursing officer (Modern) posts
 - For Junior Secretariat Assistant and Multi-Tasking Staff, the questions will be bilingual i.e. English and Hindi, except questions of Hindi and English languages
 - For Nursing officer (Ayurveda) and Pharmacist, language of the question paper will be English, however the technical words of Ayurveda/ verses will be provided in Sanskrit
- Language of answers:** English for Accountant and Junior Laboratory Medical Technologist and Nursing officer (Modern) posts.

English or Hindi for Nursing officer (Ayurveda stream), Pharmacist, Junior Secretariat Assistant and Multi-Tasking Staff posts.

- **Instructions for the Examination day:** Any such instructions will be published on Institute's website

2.6 Qualifying Criteria:

Candidate must meet the minimum qualifying criteria as follows -

- **General category: Minimum 40% of the total marks**
- **SC, ST, OBC, and PH candidates: Minimum 35% of the total marks**

Candidates who will achieve the specified minimum qualifying marks in Mains Exam (Descriptive type), only their consolidated merit score (Sum of score in preliminary exam and Mains exam) will be prepared.

The selection of the candidate/s will be determined based on the consolidated merit rank list (Consolidated merit score in descending order).

Suppose for a single post of Accountant in general category, top 5 (Up to 5th rank in preliminary exam) candidates appeared in Mains exam. In this exam, 3 students scored 40 or more than 40 marks, and 2 scored below 40 marks out of total 100 marks. To select candidates for post of accountant, candidate having top position in consolidated merit rank list (Consolidated merit score in descending order) will be selected for the post of accountant. For 2 posts, top 2 candidates, for 3 posts top 3 candidates and so on will be selected from the consolidated merit rank list (Consolidated merit score in descending order). In case of equal consolidated merit rank/ consolidated merit score, tie breaking will be done as per specified criteria adopted by Union Public Service Commission (UPSC) for same purpose.

For example, combined merit score of 7 candidates is as follow

Table No. 9 Combined merit score of candidates

Consolidated merit rank	1	2	3	-	-	-	-
Consolidated merit score	156	155	149	-	-	-	-
Marks of Mains Exam	69	70	69	39	32	36	37
Marks of Preliminary exam (Top 5 candidates)	87	85	80	79	75	75	75
Candidate	A	B	C	D	E	F	G

In above case, candidate A having 1st rank will be selected for the post of Accountant

-----*****-----