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ESSO - INDIAN INSTITUTE OF TROPICAL METEOROLOGY
(पृथ्वी विज्ञान मंत्रालय के अधीन स्वायत्तशासी संस्थान, भारत सरकार)
(An Autonomous Institute under Ministry of Earth Sciences)
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NOTICE

**SCHEME AND INSTRUCTIONS TO THE CANDIDATES FOR WRITTEN EXAMINATION
FOR THE POST OF UDC (ON CONTRACTUAL BASIS) TO BE HELD ON
SATURADAY, 05TH JANUARY 2019, 08.00 AM ONWARDS**

With reference to Advt. No. PER/11/2018, the scheme for written examination for the post of **Upper Division Clerk** for the screened in candidates is detailed below:

Descriptive and objective type written examination.

Mode of Examination	Scheme of Examination	Questions	Marks	Time
Written (Bilingual Hindi & English)	a) General Knowledge	25	25	2 Hrs.
	b) Mathematics	25	25	
	c) Office Procedure, Rules etc. (Central Govt.)	25	25	
English	d) English	*12	25	

(*Essay – 10 marks, Letter writing – 05 & Objective type – 10 marks)

The candidate scoring the highest marks in the written examination shall be selected.

Instructions to the candidates

- 1) The examination will be conducted in the Meghdoot Hall of IITM.
- 2) Candidates are required to be present in the Meghdoot Hall by 8 am to get their certificate verified
- 3) Candidates are required to bring the call letter and photo ID with them.
- 4) Candidates are required to answer a total of 85 “**objective type multiple choice**” questions with four options and two descriptive questions in English Paper ie: 1) Essay and 2) Letter writing.
- 5) Candidates will be provided with part A and Part B answer sheets. Candidates are required to answer objective type questions in Part A and Essay and letter writing in Part –B.
- 6) Objective type question will carry one mark each and Essay will carry 10 marks and letter writing 5marks. Essay and letter writing is to be written in English only.
- 7) Duration of the examination is two hours.
- 8) Candidates are required to darken the correct options in the answer sheet-Part A provided to them. Circles should be darkened completely and properly.
- 9) Only Blue/Black pen is allowed for answering the questions.
- 10) Using of pencils are strictly prohibited
- 11) The answers once marked cannot be cancelled and hence candidates are required to be very cautious while answering the questions.
- 12) Candidates are not allowed to keep their belonging i.e. bag, mobile etc. with them during the examination.
- 13) Calculator is allowed for calculation.a

(अजीत प्रसाद पी/ . Ajit Prasad P.)
प्रशासनिक अधिकारी/ Administrative Officer
कृते निदेशक/For Director