

| Assistant                                                                                                                                       | Computer Operator (BPS-16)                                                                                                                        | Senior Scale Stenographer                                                                                                                                            |
|-------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| English (Grammar, vocabulary and sentence structuring) = 40%<br>Computer Skills /IT = 40%<br>General Knowledge = 10%<br>Basic Mathematics = 10% | Computer Science/ I.T = 50%<br>English (Grammar, vocabulary and sentence structuring) = 30%<br>General Knowledge = 10%<br>Basic Mathematics = 10% | <i>Skills Test</i> = 60 %<br><b><i>(i.e Typing &amp; Shorthand)</i></b><br>English (Grammar, vocabulary and sentence structuring) = 20%<br>Computer Skills /IT = 20% |