

**Instruction to the Candidates for the post of Stenographer, Lower Division
Clerk / Junior Assistant and Multi-Tasking Staff**

- 1) Hall Ticket shall be downloaded from 09-08-2023 in their respective login <https://cdn3.digialm.com/EForms/configuredHtml/32667/84111/Index.html>, using the credentials Login user id as <Application Number> and <Date of Birth> as password.
- 2) **Date of Examination:-** 19-08-2023 -SATURDAY
- 3) **Venue of examination:** Dhanalakshmi College of Engineering, Dr. V P R Nagar, Manimangalam Village, Sriperumpuder Taluk, Chennai – 601301 Test Centre: ION Digital Zone IDZ, Manimangalam
- 4) **For** exact time and duration of exam, kindly refer Hall Ticket.
- 5) The Scheme of Examination is as follows:-

Post Code	Test Code	Test Nature	Test Type	Test Duration	Mode of Test	Screening / Qualifying Criteria for merit list
Stenographer	OQWE	Merit determination Computer based Test (CBT)	(Total – 100 Marks) MCQ (100 Questions) – 100 Marks The OQWE test shall be based on Matriculation level syllabus of General Intelligence (25 Questions -25 Marks) English language (Basic knowledge) (25 Questions -25 Marks) Numerical Aptitude (25 Questions -25 Marks) General Awareness (25 Questions -25 Marks)	As per Hall Ticket	Computer Based Test(CBT)	All applicants appeared in the written test (CBT) will be called for skill based assessment Test (SPAT) in computer
	SPAT	Qualifying	Computer Skill Proficiency Test: For Shorthand, the candidates will be given one dictation for 10 minutes in English at the speed of 100 Words per Minute. The Matter will have to be transcribed on Computer and the transcription time is 40 Minutes for English	As per Hall Ticket	CBT	Qualifying Criteria in SPAT: Cut off on percentage of mistake in typing and shorthand UR : 7% OBC:8% SC/ST:10 % Applicants qualified in SPAT will only be considered for ranking based on marks obtained in OQWE

Lower Division Clerk (Junior Assistant)	OQWE	Merit determination Computer Based Test (CBT)	(Total – 100 Marks) MCQ (100 Questions) – 100 Marks The OQWE test shall be based on Matriculation level syllabus of General Intelligence (25 Questions -25 Marks) English language (Basic knowledge) (25 Questions -25 Marks) Numerical Aptitude (25 Questions -25 Marks) General Awareness (25 Questions -25 Marks)	As per Hall Ticket	CBT	All applicants appeared in the written test (CBT) will be called for skill based assessment Test (SPAT) in computer.
	SPAT	Qualifying	Computer skill proficiency test: Typing speed and Correctness Proficiency Minimum speed of 30 words minute	As per Hall Ticket	CBT	Cut off on percentage of mistakes in Typing Test for : SC-10%, ST-10%, OBC-08%, UR/EWS-07% Candidates qualified in SPAT, their ranking will be made based on marks in OQWE.
Multi-Tasking Staff (MTS)	OQWE	Merit determination Computer based test (CBT)	(Total – 100 Marks) MCQ (100 Questions) – 100 Marks The OQWE test shall be based on middle class level syllabus of General Intelligence (25 Questions -25 Marks) English language (Basic knowledge) (25 Questions -25 Marks) Numerical Aptitude (25 Questions -25 Marks) General Awareness (25 Questions -25 Marks)	As per Hall Ticket	CBT	Rank will be determined based on marks obtained in OQWE.

- 6) It is also requested to visit our web site www.boat-srp.com for updates.
- 7) It is the sole responsibility of the candidates to ensure making necessary arrangements for attending the examinations
- 8) There will be no negative markings for the Computer based Test (CBT).