

SCHEME OF EXAMINATION AND OTHER IMPORTANT INSTRUCTIONS RELATED WITH EXAMINATION:

Scheme of examination:

- (i) There will be a written test consisting of 100 Objective Type Questions with multiple choice answers each carrying 1 mark and duration of test will be of 2 hours.
- (ii) The structure of written test is as follows:

Sr. No.	Subjects	Questions	Total Marks
1.	Language Proficiency English (Vocabulary & Grammar)	10	10
2.	General Knowledge	10	10
3.	Computer Basics	10	10
4.	Mental Ability, Reasoning & Arithmetic (10th Level)	20	20
5.	Accounts and Audit (Graduate Level)	50	50
	Total	100	100

- (iii) The question booklet will carry questions in English only.
- (iv) There will be negative marking of 0.25 per wrong answer.
- (v) The question paper and the answer key will be placed on the website on next day of exam for inviting objections to answers, if any.
- (vi) The objection to any answer can be filed by the candidate on the website itself on clicking the option of objection. The objections can be filed within three (3) days from the date of display of answer key.
- (vii) The written test shall be conducted only at Chandigarh.

Other important instructions related with examination:

- i) The standard of question would be to test the knowledge as expected of a person who has attained education at least up to graduation level.
- ii) Written test will be conducted and thereafter a screening will be held by the Screening Committee of the Local Audit Department of the candidates equal to five times of the number of posts on merit. The screening of the candidates will be held only to adjudge their eligibility after verifying the documents in support of essential qualifications, desirable qualifications, age, certificate in respect of caste and PwBD etc. and to ascertain that there is no complaint in Vigilance Department, Police Department against them and not debarred for appointment to Government Service by any Government Department/ Board/ Commission/ Corporation etc. through Affidavit duly attested by Ist Class Magistrate/Public Notary. There will be no marks/Weightage for the screening.
- iii) In case of any tie between two or more candidates regarding marks obtained in written test, the candidate with higher marks in essential qualification will be placed higher in merit.
- iv) If there is again tie then candidate senior in age shall be considered.
- v) No TA/DA will be admissible to the candidates for appearing in the test/screening.