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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 TO BE HELD ON  
SATURDAY, 14<sup>TH</sup> DECEMBER 2019, 08.00 AM ONWARDS**

With reference to Advt. No. PER/10/2019, 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<br>(Bilingual Hindi<br>& English) | a) General Knowledge                               | 25        | 25    | 2 Hrs. |
|   | b) Mathematics                                     | 25        | 25    |        |
|   | c) Office Procedure, Rules etc.<br>(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 Megdoot Hall of IITM.
- 2) Candidates are required to be present in the Megdoot 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.

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