

- Marks scored by candidates in Computer Based Examinations, if conducted in multiple shifts, will be normalized by the corporation and such normalized scores will be used to determine final merit and cut-off marks.
- **Preference in regular appointments in light of resolution no. 1003 dated 22.01.2021 of General Administration Department, Govt. of Bihar, in the process of making regular appointment, the following weightage will be given to contractual employees in the process of appointment-**
  - I. For satisfactory service rendered by the candidate earlier on contract basis, a maximum of 25 marks will be given at the rate of maximum five marks per year (for part of a year, the proportional marks obtained by multiplying the number of working days by 5 and dividing by 365 will be added).**
  - II. Relaxation of the period equivalent to the period of work done as a result of contract employment will be given in the maximum age limit. Part of any working year will also be included in this.**
- Tentative Answer Keys of the Computer Based Examinations will be placed on the website after the Examination. Candidates may go through the Answer Keys and submit online representations, if any, within the stipulated time limit on payment of ₹ 100/- per question, which is non-refundable. Representations received through any other mode e.g. letter, application, email, etc. will not be entertained. Representation regarding the Answer Keys will be scrutinized before finalizing the Answer Keys and the decision of the Corporation in this regard will be final.
- The schedule of examinations indicated in the notice is tentative. Any change in the schedule of examinations will be informed to candidates only through the website of the Corporation.
- In the question papers, wherever necessary, the Metric systems of weights and measures will be used.
- There shall be no provision for re-evaluation/ re-checking of the scores of any stage/ Tier(s) of the examination. No correspondence in this regard shall be entertained.

**Scheme of Tier-I Examination: -**

(Table -4)

<b>Tier</b>	<b>Subject</b>	<b>No. of Question</b>	<b>Maximum Marks</b>	<b>Time Allowed</b>
<b>I</b>	A. General Intelligence and Reasoning	<b>30</b>	<b>30</b>	20 minutes
	B. Numerical Ability/ Quantitative Aptitude	<b>30</b>	<b>30</b>	20 minutes
	C. English Language	<b>20</b>	<b>20</b>	10 minutes
	D. Hindi Language	<b>20</b>	<b>20</b>	10 minutes

- **Tier-I** will consist of Objective Type, Multiple choice questions. The questions will be set both in English & Hindi except for English Comprehension & Hindi Comprehension. 20 minutes or part thereof will be allotted for PWBD candidates eligible for compensatory time.

**Tier- I Indicative Syllabus**

**A. General Intelligence and Reasoning**

- Verbal Reasoning: Analogies, Classification, Coding-Decoding, Blood Relations, Seating Arrangements, Series Completion, Direction Sense Test
- Non-Verbal Reasoning: Figure Completion, Mirror Images, Water Images, Paper Folding and Cutting, Embedded Figures, Figure Formation,
- Logical Reasoning: Logical Sequence of Words, Number and Letter Series, Analytical Reasoning, Puzzles, Alphanumeric Series

- Analytical Reasoning: Problem-Solving, Decision Making, Judgment, Relationship Concepts
- Miscellaneous Topics: Venn Diagrams, Cubes and Dice, Dot Situations

**B. Numerical Ability/ Quantitative Aptitude**

- Arithmetic: - (i) Number systems: Natural Numbers, Integers, Rational and Irrational numbers, Real numbers, Divisors of an Integer, prime Integers, L.C.M. and H.C.F. of integers and their Interrelationship. (ii) Average (iii) Ratio and proportion (iv) Percentage (v) Profit and Loss (vi) Simple and Compound Interests (vii) Work and Time (viii) Speed, Time and Distance
- Mensuration: Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres.
- Algebra: Basic algebraic identities of School Algebra and Elementary surds (simple problems) and Graphs of Linear Equations
- Statistics: - Collection of data, Classification of data, frequency, frequency distribution, tabulation, cumulative frequency, bar diagram, Pie chart, histogram, frequency polygon,

**C. English**

- Active Voice and Passive Voice, Parts of Speech, Transformation of Sentences, Direct and Indirect Speech, Synonyms, Antonyms, One word substitution, Error detection, Punctuation and Spellings, Words meanings, Vocabulary & Usage, Idioms and Phrases, Fill in the Blanks.
- English Comprehension

**D. Hindi**

- हिन्दी वर्णमाला, विराम चिह्न, शब्द रचना, वाक्य रचना, अर्थ, शब्द रूप, संधि, समास, क्रियाएँ, अनेकार्थी शब्द,
- पर्यायवाची शब्द, मुहावरे एवं लोकोक्तियाँ, तत्सम और तद्भव, देशज और विदेशज (शब्द भंडार), वर्तनी, अर्थबोध, हिन्दी भाषा के प्रयोग में होने वाली अशुद्धियाँ, हिन्दी की मुख्य बोलियाँ

**Note:** The questions in Post Code - 01, 02, 03, & 04/2025 will be of a level commensurate with the essential qualification viz. Graduation and questions in Post Code – 05/2025 will be of 12<sup>th</sup> standard level.

**Scheme of Tie-II Examination:-**

(Table – 5)

Tier	Paper	Subject	No. of Question	Maximum Marks	Total Marks	Time Allowed
II	Paper – I	General Intelligence and Reasoning	30	60	300	30 minutes
		General Awareness	30	60		15 minutes
		Quantitative Aptitude	30	60		30 minutes
		English & Hindi	30	60		30 minutes
		Computer Awareness	30	60		15 minutes
	Paper – II	Professional/Subject Knowledge	50	100	100	40 minutes

- Tier-II will include conducting of Paper-I & Paper-II in separate shift(s).
- Paper-I is compulsory for Post Code - 01, 02, 03, & 04/2025.
- Paper-II will be for only those candidates who apply for the posts of **Technical Assistant (Post Code 02/2025)** and **Assistant Accountant (Post Code 03/2025)** in this Corporation and who are shortlisted in Tier-I for these Posts.
- **Tier- I and Tier- II (Paper-I & Paper-II)** will consist of Objective Type, Multiple choice questions. The questions will be set both in English & Hindi except for English Language and Comprehension module.

**Tier – II****Indicative Syllabus****Paper - I**

- A. General Intelligence & Reasoning:** It would include questions of both verbal and non-verbal type. This component may include questions on analogies, similarities and differences, space visualization, spatial orientation, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning and figural classification, arithmetic number series, non-verbal series, coding and decoding, statement conclusion, syllogistic reasoning etc. The topics are, Semantic Analogy, Symbolic/Number Analogy, Figural Analogy, Semantic Classification, Symbolic/Number Classification, Figural Classification, Semantic Series, Number Series, Figural Series, Problem Solving, Word Building, Coding & de-coding, Numerical Operations, symbolic Operations, Trends, Space Orientation, Space Visualization, Venn Diagrams, Drawing inferences, Punched hole/ pattern- folding& unfolding, Figural Pattern-folding and completion, Indexing, Address matching, Date & city matching, Classification of centre codes/roll numbers, Small & Capital letters/numbers coding, decoding and classification, Embedded Figures, Critical thinking, Emotional Intelligence, Social Intelligence.
- B. General Awareness:** General Awareness covers a broad spectrum of topics, including History, Geography, Polity, Economics, and Science. Current Affairs focuses on recent developments and events of national and international significance. National Affairs include government policies, important bills, elections, and political developments. International Affairs cover global events, summits, international relations, and major global issues. Economic Affairs encompass budgets, economic surveys, financial news, and market trends. Sports include major sporting events, awards, and notable sports personalities. Awards and Honors highlight prestigious recognitions such as the Nobel Prizes and national awards. Science and Technology updates involve recent discoveries, technological advancements, and space missions. Environmental topics cover climate change, conservation efforts, and important environmental days. Defense and Security address military exercises, defense policies, and significant appointments. Social Issues encompass health and education initiatives, social welfare schemes, and important social movements.
- C. Quantitative Aptitude:**
- Number Systems: Computation of Whole Number, Decimal and Fractions, Relationship between numbers.
  - Fundamental arithmetical operations: Percentages, Ratio and Proportion, Square roots, Averages, Interest (Simple and Compound), Profit and Loss, Discount, Partnership Business, Mixture and Alligation, Time and distance, Time and work.
  - Algebra: Basic algebraic identities of School Algebra and Elementary surds (simple problems) and Graphs of Linear Equations.
  - Mensuration: Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square Base.
  - Trigonometry: Trigonometry, Trigonometric ratios, Complementary angles, Height and distances (simple problems only) Standard Identities like  $\sin^2 + \cos^2 = 1$  etc.
  - Statistics and probability: Use of Tables and Graphs: Histogram, Frequency polygon, Bar-diagram, Pie-chart; Measures of central tendency: mean, median, mode, standard deviation; calculation of simple probabilities
- D. Hindi:** हिन्दी वर्णमाला, विराम चिह्न, शब्द रचना, वाक्य रचना, अर्थ, शब्द रूप, संधि, समास, क्रियाएँ, अनेकार्थी शब्द, पर्यायवाची शब्द, मुहावरे एवं लोकोक्तियाँ, तत्सम और तद्भव, देशज एवं विदेशज (शब्द भंडार), वर्तनी, अर्थबोध, हिन्दी भाषा के प्रयोग में होने वाली अशुद्धियाँ, हिन्दी की मुख्य बोलियाँ)
- English:** Vocabulary, grammar, sentence structure, synonyms, antonyms and their correct usage; Spot the Error, Fill in the Blanks, Synonyms/ Homonyms, Antonyms, Spellings/ Detecting misspelt words, Idioms & Phrases, One word substitution, Improvement of Sentences, Active/ Passive Voice of Verbs, Conversion into Direct/ Indirect narration, Shuffling of Sentence parts, Shuffling of Sentences in a passage, Cloze Passage, Comprehension Passage.

- E. Computer Awareness:** Organization of a computer, Central Processing Unit (CPU), input/ output devices, computer memory, memory organization, back up devices, PORTs, Windows Explorer, Keyboard shortcuts, Windows Operating system including basics of Microsoft Office like MS word, MS Excel and Power Point, Artificial Intelligence, Web Browsing & Searching, Downloading & Uploading, Managing an E-mail Account, e- Banking, Networking devices and protocols, Network and information security threats (like hacking, virus, worms, Trojan etc.) and preventive measures.

## **Paper – II**

### **F. Professional/ Subject Knowledge**

#### **1) Syllabus for Assistant Accountant**

- Financial Accounting : Indian Accounting Standards (Ind As) notified by MCA under Companies Act, 2013., Accounting Process and GAAP, Accounting of Income, expense, Assets & liabilities, Preparation of Bank reconciliation statement, Rectification entries & disclosure notes in annual accounts, Cash flow statement, Format of preparation of final accounts of company, Banking operations: Transaction & Accounting, Pay Roll accounting, Nature and functions of Cost Accounting and methods of cost control/cost reduction.
- Taxation : Income Tax: Concept and various provisions as per Income Tax Act, 1961, Salient features/ provisions related to Goods & Services Tax Act, 2017
- Auditing : Auditing Concept, Company Audit, Audit reports and Audit Certificates, Ledger Scrutiny, Internal Control, Perusal of Audit Reports

#### **2) Syllabus for Technical Assistant**

- Basic Agriculture: - Crop Production, Animal Husbandry, Plant Protection, Agriculture Extension, Horticulture, Food Technology
- General Science
  - Botany – Cell Biology: Tissue, Organ & Organ System, Genetics, Plant Classification, Diversity, Ecology, Life Process: Photosynthesis, Respiration, Circulation, Movement etc.
  - Zoology – Insect: Morphology, Physiology, Taxonomy. Organ System, Heredity & Variation, Micro Organisms,
  - Chemistry – Chemical bonding, Organic Chemistry, Inorganic Chemistry, Biochemistry
  - Physics - Motion, Force & Energy, Electricity, Magnetism, Light & Sound, Thermodynamics, Measurement
- Storage & Public Health, Insects & Rodents, Insecticides, Toxicology

### **Penalty for Wrong Answers**

There will be penalty for wrong answers marked in the Objective Tests for both **Tier- I and Tier- II**. For each question for which a wrong answer has been given by the candidate, **one fourth (1/4<sup>th</sup>)** of the marks assigned to that question will be deducted as penalty to arrive at corrected score. If a question is left blank, i.e. no answer is marked by the candidate; there will be no penalty for that question.

## **11. CERTAIN CLAUSES TO BE INCLUDED IN THE ADVERTISEMENT**

### **DOWNLOAD OF CALL LETTER**

Candidates will have to visit the **BIHAR STATE WAREHOUSING CORPORATIONS** website for downloading call letters for online test. Intimation for downloading call letter will also be sent through email/SMS. Once the candidate clicks the relevant link, he/she can access the window for call letter download. The candidate is required to use (i) Registration Number/Roll Number, (ii) Password/Date of Birth for downloading the call letter. Candidate needs to affix recent recognizable photograph on the call letter preferably the same as provided during registration and appear at the examination centre with (i) Call Letter (ii) Photo Identity Proof as stipulated in clause (xiii) below and also specified in the call letter and photocopy of the same Photo Identity Proof as brought in original.

**CANDIDATES REPORTING LATE** i.e. after the reporting time specified on the call letter for Examination will not be permitted to take the examination. The reporting time mentioned on the call letter is prior to the Start time of the test. Though the duration of the examination is 1 hours, candidates may be required to be at the venue for about 4