Selection Pattern for Clerk Positions vide advertisement No. inStem/02/2024

SI	Post Code	Reservation Category	Level of the post (7th CPC)	Mode of selection	Remarks
1	05/24	Unreserved- UR	Level 3	Written test followed by skill test	Candidates who will score a minimum of 60 %, 55 %, and 50% marks for UR, OBC(NCL), and SC categories respectively in the written test will be called for a skill test, which will be qualifying in nature and will not be counted for the final merit list. If a candidate fails to qualify in the skill test, their merit ranking based on the written test (CBT) will be rendered null and void.
2	05/24-OBC	Other Backward Classes- OBC(NCL)			
3	05/24-SC	Scheduled Caste-SC			

Written Test Pattern 2025- Clerk Positions (Duration: 120 Minutes)

Subject	Marks
Language Awareness English and Hindi	20 Marks
Numerical Ability & Quantitative Aptitude	20 Marks
Logical Reasoning	15 Marks
General Knowledge/Current Affairs	15 Marks
Domain Knowledge (Office procedures and service matters - Basic knowledge of service rules and service matters, RTI Act 2005, GFRs, NPS, basic functions of Purchase, Stores, GeM/CPPP(Government e-Market), MII (Make in India), inventory management, financial matters, TA & LTC rules, Leave rules, GST, Income tax, etc.)	30 Marks
Total	100 Marks
Qualifying Marks to be called for Skill Test	60 %, 55 %, and 50% marks for UR, OBC(NCL), and SC categories respectively

Note: Every correct answer will carry one mark and no mark will be allotted for un-attempted questions. There will be a negative marking of .25 marks for each wrong answer.

Skill Test Pattern 2025- Clerk Positions (Duration 45 Minutes)

Subject	Marks
Test in MS Word (Drafting letters)	20 Marks
Test in MS Excel (Data Analysis) & MS PowerPoint	20 Marks
Typing Skill	10 Marks
Total	50 Marks
Qualifying Marks (50%)	25 Marks

The syllabus mentioned above is indicative, not exhaustive.

Note: inStem will not undertake detailed scrutiny of applications for eligibility and other aspects at the time of the Written Test (CBT). The candidature, therefore, will be accepted only provisionally. During the appearance for the Skill test, the certificates/documents in support of their educational qualification, experience, caste/category, etc. shall be sought at the time of document verification on the date decided by inStem. Candidates, therefore, should produce all the necessary documents in original during document verification. After scrutiny/verification of the certificate/documents, if any claim made in the application is not substantiated by certificates/documents, the candidature of the candidate will be cancelled at any stage of the recruitment process.

Applicants who have submitted applications for Clerk under OBC (NCL)/SC and Unreserved categories will have an admit card generated for only one category, preferably OBC(NCL)/SC. OBC(NCL)/SC candidates must substantiate their eligibility with the requisite certificates at the time of document verification which will take place on the date specified by inStem on the day of the Skill Test. Otherwise, their application will shift to the Unreserved category, provided they meet the eligibility criteria. In cases of multiple submissions for the Clerk position, only the most recent application will be processed.

The Written Test (CBT) will be conducted in Bangalore and New Delhi (NCR) in mid-April 2025, tentatively.

Candidates are required to check the Institute's website frequently for the latest updates.

This is issued with the approval of the competent authority of the institute.

प्रशासनिक अधिकारी/Administrative Officer