

OICL AO Scale-I 2025 - Exam Pattern/ Syllabus

8. Selection Procedure

Phase-I: Preliminary Examination (Applicable for both Generalist and Hindi Officer)

Preliminary Examination consisting of Objective Tests for 100 marks will be conducted online. This test would be of 1 hour duration consisting of 3 sections as follows:

S. No	Name of Test/Section (Not in Sequence)	Type of test	Max. Marks	Duration for each test/section (Separately timed)	Version
1	English Language	Objective	30	20 minutes	English
2	Reasoning Ability	Objective	35	20 minutes	Eng / Hindi
3	Quantitative Aptitude	Objective	35	20 minutes	Eng / Hindi
Total (Aggregate)			100		

Candidates have to qualify in each test by securing passing marks to be decided by the Company. Adequate number of candidates in each category as decided by the Company (approximately 20 times the numbers of vacancies subject to availability) will be shortlisted for the Main Examination.

Phase – II: Main Examination

Part A: Applicable for Generalists only

Main Examination will consist of Objective Tests for 200 marks and Descriptive Test for 30 marks. Both the Objective and Descriptive Tests will be online. Candidates will have to answer Descriptive Test by typing on the computer. Immediately after completion of Objective Test, Descriptive Test will be administered.

(I) Objective Test: The Objective Test of 2.5 hours' duration will be as follows. There will be separate timing for every section.

5 minutes of time before the start of exam will be provided for the text to be written in the space provided on the call letter.

For Generalists-

S r. N o.	Name of Test	Type of test	No. of questions	Max Marks	Medium of Exam	Duration for each test/section (Separately timed)
1	Test of Reasoning	Objective	45	45	Eng/ Hindi	45 Minutes
2	Test of English Language	Objective	40	40	Eng	30 Minutes
3	Test of General Awareness	Objective	40	40	Eng/ Hindi	20 Minutes
4	Test of Quantitative Aptitude	Objective	40	40	Eng/ Hindi	40 Minutes
5	Test of Computer Knowledge	Objective	35	35	Eng / Hindi	15 Minutes
	Total		200	200		150 Minutes
	English Language (Essay – 20 marks & Précis – 10).	Descriptive	2	30	Eng	30 Minutes

(ii) Descriptive Test: The descriptive Test of 30 Minutes duration with 30 marks will be a Test of English Language (Essay – 20 marks & Précis – 10). The descriptive test will be in English and will be conducted through online mode.

Candidates will be required to obtain a minimum score for each section separately of objective test for short listing for the Descriptive Test evaluation i.e., the descriptive answer script would be evaluated only in respect of those candidates who qualify the objective test. Depending on the number of vacancies, cut offs will be decided for Descriptive Papers evaluation i.e. there will also be a separate cut-off marks for the Descriptive Test. **The Descriptive test will be qualifying in nature and the marks scored in the Descriptive test will not be counted towards short listing for interview or final selection.**

Each candidate will be required to obtain a minimum total score (to be decided by the Company according to number of vacancies) in the objective test (Main Examination) and qualify in the descriptive test for short listing for the Interview.

Candidates will be shortlisted for Interview on the basis of overall marks scored in Main Examination after evaluation as above.

Part B. - Applicable for Hindi Officers only

Main Examination will consist of Objective Tests for 200 marks and Descriptive Test for 50 marks. Both the Objective and Descriptive Tests will be online. Candidates will have to answer Descriptive Test by typing on the computer. Immediately after completion of Objective Test, Descriptive Test will be administered.

(I) Objective Test: The Objective Test of 2 hours' duration will be as follows. There will be separate timing for every section.

5 minutes of time before the start of exam will be provided for the text to be written in the space provided on the call letter.

The online written exam of 3 Hours duration will be conducted for Hindi (Rajbhasha) Officers:

S r.	Name of Test	Type of test		Max Marks	Medium of Exam	Duration for each test/section
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N o.			No. of questio ns			(Separately timed)
1	Test of Reasoning	Objective	25	25	Eng/ Hindi	30 Minutes
2	Test of English Language	Objective	25	25	Eng	20 Minutes
3	Professional Knowledge (Test of Hindi and English grammar/ vocabulary & knowledge of Act/ Rules regarding Official Language implementation, Translation (English to Hindi and Hindi to English))	Objective	50	100	Eng and /or Hindi	50 Minutes
4	General Awareness	Objective	25	25	Eng / Hindi	10 Minutes
5	Test of Computer Knowledge	Objective	25	25	Eng / Hindi	10 Minutes
	Total		150	200		120 Minutes
	English and Hindi Language (English Essay – 10 marks, Hindi Essay – 10 marks, Letter writing (Hindi) – 10 marks, English to Hindi Translation – 10 marks & Hindi to English Translation – 10 marks)	Descriptive	5	50	Eng and /or Hindi, as applicable for a particular question	60 Minutes

(ii) Descriptive Test: The descriptive Test of 60 Minutes' duration with 50 marks will be a Test of English and Hindi Language (English Essay – 10 marks, Hindi Essay – 10 marks, Letter writing (Hindi) – 10 marks, English to Hindi Translation – 10 marks & Hindi to English Translation – 10 marks). The descriptive test will be in English and/or Hindi and will be conducted through online mode.

Questions will be displayed on the screen of the computer. Answers are to be typed using the keyboard. For Hindi typing, the candidates should have knowledge of the following key-board layout:

i. Inscript

ii. Remington (GAIL)

Before start of typing answers to questions in Descriptive Paper please check all key functions of the keyboard. The Candidates will get 60 minutes to answer the questions.

Each candidate will be required to obtain a minimum score for each section separately to be eligible for short listing for the interview.

Further, each candidate will be required to obtain a minimum total score (to be decided by the Company according to number of vacancies) in the Written Examination for short listing for the Interview.

Penalty for Wrong Answers (Applicable to both – Preliminary and Main Examination (objective tests):

The objective test except on "English Language" will be bilingual (in English and in Hindi). All objective type questions will be with alternative choices out of which one will be correct answer. The candidate has to select the correct answer and "mouse click" that alternative which he or she feels correct. There will be penalty for wrong answers marked in the Objective Tests. Each question for which a wrong answer has been given by the candidate, one-fourth 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. The alternative/option that is clicked on will be highlighted and will be treated as answered to that question.

The Company reserves the right to modify the structure of the examination which will be intimated through its website.

Candidates will be shortlisted for Interview on the basis of overall marks scored in Main Examination after evaluation as above.

Applicable to all candidates

Candidates will have to appear for the online examinations at their own expenses.