

Eligibility Parameter Form for the post of Senior Assistant

Name: _____ Application ID: _____

Father's Name: _____ DOB: _____

Eligibility Criteria

- Candidate should be graduate from recognized University with minimum 50 percent and should be proficient to operate computers (Word / Excel / Powerpoint)
- Candidate should have at least 5 years of experience in preparing noting & drafting and dealing with court / legal matters
- Good communication and written English skills.

Any candidate fulfilling above criteria will be eligible for the test. The merit list will be prepared for the candidates who will qualify the Noting/Drafting/English test and will be based on the Weightage in the following parameters

1. Education Qualification Weightage (Max marks 30)

S.No.	>= 90%	80%-90%	70% - 80%	60%-70%	50%-60%
Graduation Marks	30	25	20	15	10

2. Work Experience Weightage (Max Marks 30)

Only relevant experience will be considered. The document proof to be enclosed.

S.No.	>=10 years	>7 upto 10 years	>5 upto 7 years
Experience	30	25	20

3. Noting/Drafting/English Test (Max Weightage 20)

Noting/Drafting/English test is conducted for total 100 marks. Qualifying score is 40% marks i.e. minimum 40 out of total 100 marks. The Weightage will be calculated out of 20. If applicant has scored 40 out of 100 he/she will be given Weightage of 8 out of 20.

4. Interview (Max Weightage 20)

The 20% Weightage to be given for the Interview score obtained by applicant

Final total Weightage result:

S.No.	Parameters		Maximum Weightage	Weightage obtained
1	Education Qualification	To be filled by candidate	30	
2	Work Experience		30	
3	Noting/Drafting/English Test	To be filled by office	20	
4	Interview		20	
Total			100	

- I, hereby declare that i meet the qualification and eligibility criteria specified for this post and the entries made by me in this form are complete and true to the best of my knowledge and based on records.
- I, further declare that at any stage, if I am found ineligible and/or the information provided by me are found to be incorrect and/or I fail to produce my original documents/testimonials, my application for this post may be rejected.

Applicant signature:-_____ Invigilator Signatures:_____

Date: _____

Date:-_____