



## Chandigarh Administration Clerk Syllabus 2026

### Scheme of Examination:

**12.1 The OMR Based Examination will be conducted in two tiers as indicated below:**

CLERKS and STENO-TYPISTS (ENGLISH) (for both)  
Written Test (ENGLISH) of all eligible candidates : 200 marks  
(Two papers of 100 marks each of 2 hours duration)

**Each question will carry 1 mark. There will be no negative marking. The medium of examination will be English.**

**12.1.1 FIRST PAPER - MORNING SESSION: 10.00 A.M TO 12.00 NOON**  
English (Upto 12th level) : 40 marks  
General Knowledge : 40 marks  
Computer Proficiency : 20 marks

**12.1.2 SECOND PAPER – EVENING SESSION: 02.00 P.M TO 04.00 P.M**  
Mathematics (upto 10th level) : 40 marks  
Statistics (upto 10th level) : 30 marks  
Aptitude (Reasoning Verbal & Non-verbal) : 30 marks

### **TYPING TEST (ON COMPUTER) AND PROFICIENCY TEST**

#### **12.2.1 FOR THE POSTS OF CLERKS ONLY**

Typing Test in English on Computer for 10 minutes @ 35 words per minute : Only Qualifying Test (No marks/Weightage)

#### **12.2.2 FOR THE POSTS OF STENO-TYPISTS ONLY**

Stenography Test in English : Only Qualifying Test (No marks/Weightage)

Dictation : 10 Minutes @ 80 w.p.m.  
Transcription: 50 minutes (on Computer) in English

**In case of any question having more than one possible answers, then weightage of wrong question will be given to all candidates as benefit of doubt.**

### **Exemption from Typing Test (on Computer) for the post of Clerks:**

**12.4.1** Candidates eligible for scribe as per Para 7.1 will be given compensatory time of 5 minutes. Therefore, duration of Typing Test (on Computer) for such candidates will be 15 minutes.

**12.4.2** Passage Dictators will be allowed to those VH candidates for the Typing Test (on Computer) who have opted for scribe in the online Application Form. The Passage Dictator will read out the passage to VH candidate within the allotted time i.e., 15 minutes.

**12.4.3** Persons with Disabilities candidates who claim to be permanently unfit to take the Typing Test (on Computer) because of a physical disability may, with the prior approval of this Department, be exempted from the requirement of appearing and qualifying at such Typing Test (on Computer), provided such a candidate submits a Certificate in the prescribed format (**Annexure-IX**) to this Department from the competent Medical Authority, i.e., the Civil Surgeon of a Government Health Care Institution declaring him/her to be permanently unfit for the Typing Test (on Computer) because of a physical disability. In addition, such candidates must substantiate their claim by furnishing the relevant Medical Certificate in the prescribed format as per **Annexure-VI to Annexure-VIII** of the Recruitment Notice, as applicable, at the time of Typing Test (on Computer). Otherwise their claim for seeking exemption from Typing Test (on Computer) will not be entertained by this Department.



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