

SELECTION CRITERIA

No. 12/30-2026 Admn(2)

Dated, Panchkula 11.03.2026

In continuation of notice issued vide letter no. 12/30-2026 Admn(2) dated 10.03.2026, regarding application invited from the PGTs and TGTs working on regular basis for the post of Programme Officer in Academic Cell in the O/o Directorate of School Education, Haryana, Panchkula.

Criteria for selection and examination shall be as follows:-

- A.** Computer test of 30 marks, which will have following types of questions:-

<u>Sr. No.</u>	<u>Knowledge required</u>	<u>Marks</u>
1.	Basic Computer literacy and web-browsing, file transfer, pdf, conversion, searching contents.	5
2.	Microsoft Excel – basic formulas like division, sum of data, percentage formula etc.	10
3.	Excel data analysis-analysis of provided data and deriving at analysis by using pivot table, using filters, sorting, removing duplicity etc.	5
4.	Microsoft word – typing and basic formatting	10

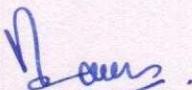
Note:- The qualifying marks for computer test will be 10 out of 30 marks.

B. Reasoning test of 50 marks which is divided into 2 parts as under:-

Part	Description	Type	Total Marks	No. of questions	Time
I	Essay (2 topics related on Education)	Subjective	20	--	30 Minutes
II	Analytical reasoning (Graphical questions, syllogism, cause & effect etc.)	Objective	15	30 (Half marks each)	60 Minutes
II	General awareness (questions like Current Affairs, Current Education Schemes/ Policies, General Laws etc.)	Objective	15	30 (Half marks each)	

C. Interview :-

The committee constituted at Headquarter level will conduct the interview of the candidates of 20 Marks and the selected candidates (3 times of the qualifying) will be called for the interview.


Deputy Director Admn
for Director General Secondary Education
Haryana, Panchkula.