

or provisional certificate issued by University/Institute. In case the result of a particular examination is posted on the website of the University/Institute and web-based certificate is issued then proper document/certificate in original issued and signed by the appropriate authority of the University/Institute indicating the date of passing properly mentioned thereon will be reckoned for verification and further process.

- Candidate should indicate the percentage obtained in Graduation/Post-graduation calculated to the nearest two decimals in the online application. Where CGPA/OGPA is awarded, the same should be converted into percentage and indicated in online application. If called for interview, the candidate will have to produce a certificate issued by the appropriate authority inter alia stating the norms of the University regarding conversion of grade into percentage and the percentage of marks scored by the candidate in terms of norms.
- Calculation of Percentage: The percentage marks shall be arrived at by dividing the total marks obtained by the candidate in all the subjects in all semester(s)/year(s) by aggregate maximum marks (in all the subjects irrespective of honours/optional/additional optional subject, if any) multiplied by 100. This will be applicable for those Universities also where Class/Grade is decided on basis of Honours marks only.
The fraction of percentage so arrived will be ignored i.e. 59.99% will be treated as less than 60%.

4. SELECTION PROCEDURE:

Name	Selection Procedure
Junior Assistant	Online Examination and Interview

A. Online Examination:

Online examination will be of objective type, multiple choice of total two hours duration comprising the following sections:

Sr. No.	Section	No. of questions	Maximum Marks	Version	Duration
1	English Language	40	40	Only English	120 minutes
2	Logical Reasoning	40	40		
3	General Awareness (With special emphasis on Housing Finance Industry)	40	40		
4	Numerical Ability	40	40		
5	Computer Skill	40	40		
	Total	200	200		

The online examination will be in English language only. There will be negative marking for wrong answers in the online examination. For every wrong answer to a question given by the candidate, one fourth or 0.25 of the marks assigned to that